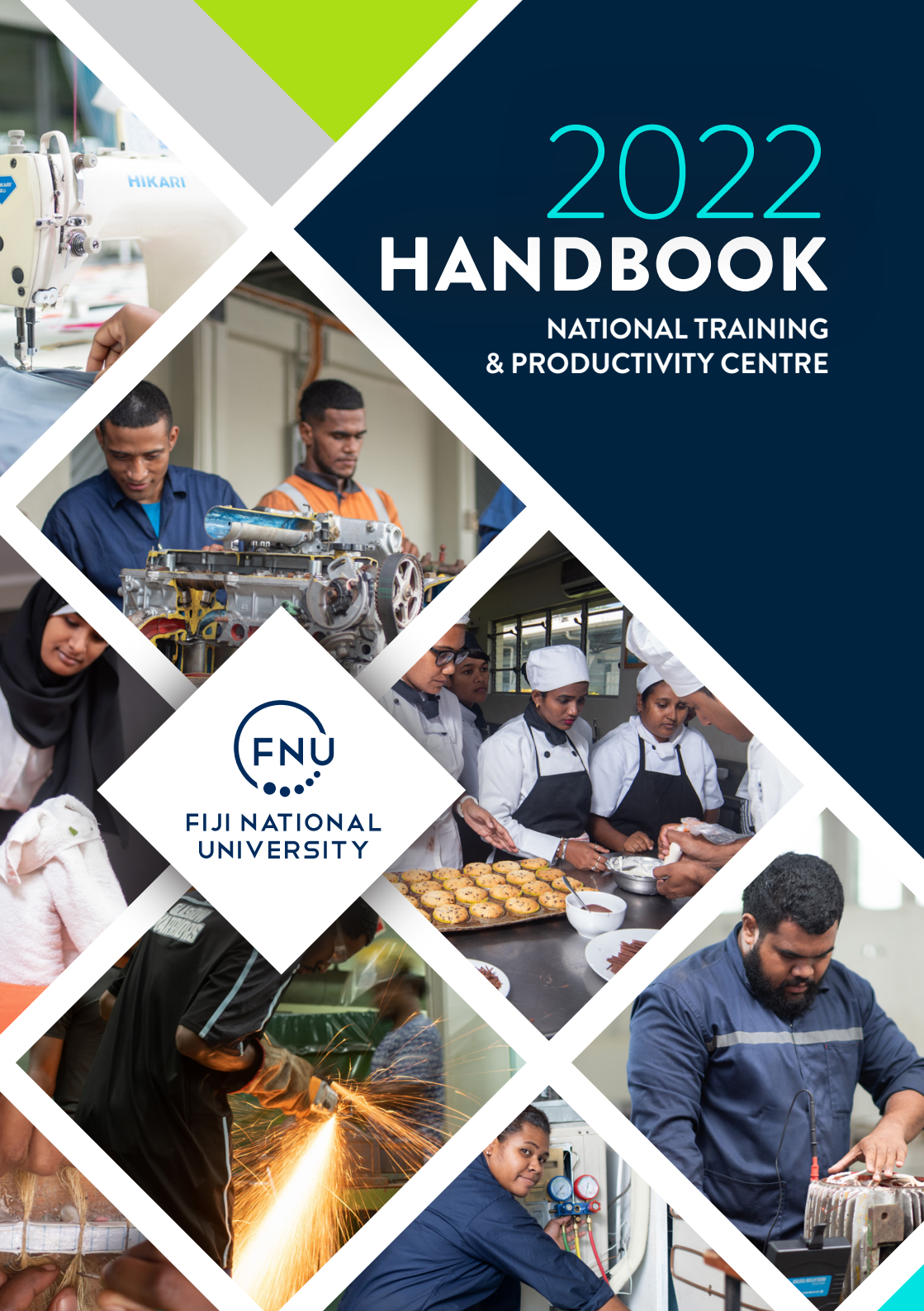


# 2022 HANDBOOK

NATIONAL TRAINING  
& PRODUCTIVITY CENTRE



FIJI NATIONAL  
UNIVERSITY





## DIRECTOR'S MESSAGE



I am pleased to present to you the 2022 NTPC Handbook, which outlines the array of courses provided by the National Training and Productivity Centre. This Handbook provides guidance about the courses on offer, the duration, venues, modality among others to assist employers and individuals make decisions and choices.

As part of our mandate, NTPC has always been at the forefront of providing Technical and Vocational Education and Training (TVET) programmes to the trade sectors in Fiji. The Department of Automotive and Mechanical, Department of Construction Industry, and the Department of Electrical and Electronic Engineering spearhead the provision of TVET

courses. There is a wide range of programmes that can be tailor-made for each organisation to boost their overall efficiency and productivity.

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

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

To ensure that the training and courses discussed in this Handbook are relevant to Fiji's needs, NTPC carries out consultations in the form of the annual Industry and Community Discussion Forum as well as constant reviews of the in-service training provided in all our centres. These ensure that our students can be confident that their training is what the industry demands.

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

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

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

**Dr. Isimeli Tagicakiverata**  
**Director - National Training and Productivity Centre**

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# DEPARTMENT OF TOURISM, HOSPITALITY FASHION AND TRAVEL

## Certificate of Attainment in Beauty Therapy

### Beauty Therapy Industry Fundamentals (BET0001)

#### Competencies addressed:

The following topics will be discussed:

- Source and use information about beauty therapy
- Perform communication skills with clients, co-workers and salon manager's
- Provide client consultation
- Explain contradiction to the clients

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

**Fee:** \$704

Training Dates	Venue	Mode	Session
Feb 28 - Mar 9	Namaka	FTF/ Blended	Day/ Evening
Jul 25 - Aug 3	Namaka	FTF/ Blended	Day/ Evening

### Beauty Therapy Products and Equipment (BET0002)

#### Competencies addressed:

The following topics will be discussed:

- Identify, select, recommend and use pure Fiji products
- Prepare pure Fiji aftercare products recommendation/prescription
- Explaining the types of products
- Identifying the different types of products

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

**Fee:** \$704

Training Dates	Venue	Mode	Session
Mar 14 -23	Namaka	FTF/ Blended	Day/ Evening
Aug 8 - 17	Namaka	FTF/ Blended	Day/ Evening

## Threading, Tinting and bleaching (BET0003)

### Competencies addressed:

The following topics will be discussed:

- Establish client priorities for threading, tinting and bleaching
- Identify tools and equipment's
- Prepare and shape brows
- Identify and prepare products for bleaching

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

**Fee:** \$704

Training Dates	Venue	Mode	Session
Mar 28 - Apr 6	Namaka	FTF/ Bleaching	Day/ Evening
Aug 22 - 31	Namaka	FTF/ Bleaching	Day/ Evening

## Basic Waxing Services (BET0004)

### Competencies addressed:

The following topics will be discussed:

- Prepare client consultation
- Prepare waxing services
- Perform wax application to the face, underarm, whole leg, whole arm

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

**Fee:** \$704

Training Dates	Venue	Mode	Session
Apr 11 - 20	Namaka	FTF/ Blended	Day/ Evening
Sep 5 - 14	Namaka	FTF/ Blended	Day/ Evening

## Body Treatments (BET0005)

### Competencies addressed:

The following topics will be discussed:

- Establish client's priorities (consultation and contradiction)
- Prepare for full body massage and body wrap
- Demonstrate full body massage and body wrap
- Provide Post Treatment skin care recommendations for home care

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

**Fee:** \$704

Training Dates	Venue	Mode	Session
Apr 25 - May 11	Namaka	FTF/ Blended	Day/ Evening
Sep 19 - Oct 5	Namaka	FTF/ Blended	Day/ Evening

## Facial Treatments (BET0006)

### Competencies addressed:

The following topics will be discussed:

- Establish client's priorities (consultation and contradiction)
- Prepare basic, purification and fruit facial products
- Demonstrate basic, purification and fruit facial
- Provide Post Treatment skincare recommendations for home care

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

**Fee:** \$704

Training Dates	Venue	Mode	Session
May 16 - Jun 1	Namaka	FTF/ Blended	Day/ Evening
Oct 10 - 26	Namaka	FTF/ Blended	Day/ Evening

## Basic Manicure and Pedicure Services (BET0007)

### Competencies addressed:

The following topics will be discussed:

- Establish client's priorities (consultation and contradiction)
- Prepare for manicure and pedicure nail services (setup products and equipments)
- Demonstrate manicure and pedicure nail services
- Provide Post Treatment skincare recommendations for home care

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

**Fee:** \$704

Training Dates	Venue	Mode	Session
Jun 27 - Jul 6	Namaka	FTF/ Blended	Day/ Evening
Oct 31 - Nov 16	Namaka	FTF/ Blended	Day/ Evening

## Basic Makeup Services (BET0008)

### Competencies addressed:

The following topics will be discussed:

- Establish client's priorities (consultation and contradiction)
- Prepare the basic makeup Evening, bridal and dark skin make up
- Perform the makeup services
- Provide Post Treatment skincare recommendations for home care

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

**Fee:** \$704



Training Dates	Venue	Mode	Session
Jun 27 - Jul 6	Namaka	FTF/ Blended	Day/ Evening
Nov 21 - 30	Namaka	FTF/ Blended	Day/ Evening

## Certificate of Attainment in Hairdressing

### Hairdressing Concepts (HRD0001)

#### Competencies addressed:

The following topics will be discussed:

- Prepare client consultation
- Perform a client consultation
- Practice Team work
- Practice building clientele

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

**Fee:** \$704

Training Dates	Venue	Mode	Session
Mar 3 - 11	Namaka	FTF/ Blended	Day/ Evening
Jul 28 - Aug 5	Namaka	FTF/ Blended	Day/ Evening

### Hairdressing Products and Equipment (HRD0002)

#### Competencies addressed:

The following topics will be discussed:

- Identify disinfection products
- Prepare disinfection products
- Practice disinfecting of electrical and non-electrical equipment's

**Target Group:** The target audience includes hairdressing Industry Participants, unemployed youths, school leavers, employees who wish to pursue their career path in the hairdressing industry as hairdressers, salon owners, Hair designing experts, Hair colour experts and other interested employees and spa entrepreneurs to upgrade their existing knowledge and skills.

**Fee:** \$704

Training Dates	Venue	Mode	Session
Mar 17 - 25	Namaka	FTF/ Blended	Day/ Evening
Aug 11 - 19	Namaka	FTF/ Blended	Day/ Evening

## Hair and Scalp Treatments (HRD0003)

### Competencies addressed:

The following topics will be discussed:

- Identify scalp conditions
- Identify the right products
- Perform scalp treatment
- Provide Post Treatment skincare recommendations for home care

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

**Fee:** \$704

Training Dates	Venue	Mode	Session
Mar 31 - Apr 8	Namaka	FTF/ Blended	Day/ Evening
Aug 25 - Sep 2	Namaka	FTF/ Blended	Day/ Evening

## Anatomy, Physiology and Chemistry of Hair (HRD0004)

### Competencies addressed:

The following topics will be discussed:

- Identify general anatomy and physiology
- Identify basics of hair chemistry
- Identify hair structures and behaviours
- Identify client's hair conditions

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

**Fee:** \$704

Training Dates	Venue	Mode	Session
Apr 14 - 22	Namaka	FTF/ Blended	Day/ Evening
Sep 8 - 15	Namaka	FTF/ Blended	Day/ Evening

## Hairstyling (HRD0005)

### Competencies addressed:

The following topics will be discussed

- Identify Hair blowing products and equipment's
- Prepare Hair blowing products and equipment's
- Perform Blow-drying, straight wavy and kinky hair

**Target Group:** The target audience includes hairdressing Industry Participants, unemployed youths, school leavers, employees who wish to pursue their career path in the hairdressing industry as hairdressers, salon owners, Hair designing experts, Hair colour experts, other interested employees and spa entrepreneurs to upgrade their existing knowledge and skills.

**Fee:** \$704

Training Dates	Venue	Mode	Session
Apr 28 - May 13	Namaka	FTF/ Blended	Day/ Evening
Sep 22 - Oct 7	Namaka	FTF/ Blended	Day/ Evening

## Shampoo and Conditioning (HRD0006)

### Competencies addressed:

The following topics will be discussed:

- Establish client's priorities (consultation and contradiction)
- Prepare clients pre-service shampoo treatments

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

**Fee:** \$704

Training Dates	Venue	Mode	Session
May 19 - Jun 3	Namaka	FTF/ Blended	Day/ Evening
Oct 13 - 28	Namaka	FTF/ Blended	Day/ Evening

## Haircutting (HRD0007)

### Competencies addressed:

The following topics will be discussed:

- Establish client's priorities (consultation and contradiction)
- Identify tools and equipment's
- Perform Solid, Graduation, Layering, Uniform hair cut

**Target Group:** The target audience includes hairdressing Industry Participants, unemployed youths, school leavers, employees who wish to pursue their career path in the hairdressing industry as hairdressers, salon owners, Hair designing experts, Hair colour experts other interested employees and spa entrepreneurs to upgrade their existing knowledge and skills.

**Fee:** \$704

Training Dates	Venue	Mode	Session
Jun 9 - 24	Namaka	FTF/ Blended	Day/ Evening
Nov 3 - 18	Namaka	FTF/ Blended	Day/ Evening

## Chemical Treatments (HRD008)

### Competencies addressed:

The following topics will be discussed:

- Identify perming and straightening products
- Prepare Perming and straightening treatment
- Perform Perming and straightening treatment
- Provide Post Treatment skincare recommendations for home care

**Target Group:** The target audience includes hairdressing Industry Participants, unemployed youths, school leavers, employees who wish to pursue their career path in the hairdressing industry as hairdressers, salon owners, Hair designing experts, Hair colour experts, other interested employees and spa entrepreneurs to upgrade their existing knowledge and skills.

**Fee:** \$704

Training Dates	Venue	Mode	Session
Jun 30 - 8 Jul	Namaka	FTF/ Blended	Day/ Evening
Nov 24 - Dec 2	Namaka	FTF/ Blended	Day/ Evening

## Certificate of Attainment in Ayurveda Massage and Facial Treatment

### Plan Ayurvedic Diet for Beauty Therapy and Massage Clients (MFT0001)

#### Competencies addressed:

The following topics will be discussed:

- Identify the different Diet plans
- Advise clients on the different Ayurvedic diet
- Plan Ayurvedic diet for the clients

**Target Group:** The target audience includes Beauty Industry Participants and certified massage therapists who wish to pursue their career path in the Beauty Industry as Beauticians and Massage therapists or other interested employees and spa entrepreneurs to upgrade their existing knowledge and Skills with Ayurveda massage and facial beauty therapy.

**Fee:** \$500

Training Dates	Venue	Mode	Session
Mar 3 - 18	Namaka	FTF/ Blended	Day/ Evening
Aug 4 - 19	Namaka	FTF/ Blended	Day/ Evening

### Prepare Ayurvedic Herbal Oils for Beauty Therapy and Massage (MFT0002)

#### Competencies addressed:

The following topics will be discussed:

- Identify local herbs that are available
- Select herbs that are used to prepare Ayurveda herbal oils
- Prepare Ayurveda herbal oils using locally available herbs

**Target Group:** The target audience includes Beauty Industry Participants and certified massage therapists who wish to pursue their career path in the Beauty

Industry as Beauticians and Massage therapists or other interested employees and spa entrepreneurs to upgrade their existing knowledge and Skills with Ayurveda massage facial beauty therapy.

**Fee:** \$500

Training Dates	Venue	Mode	Session
Mar 24 - Apr 8	Namaka	FTF/ Blended	Day/ Evening
Aug 25 - Sep 9	Namaka	FTF/ Blended	Day/ Evening

### **Perform Ayurveda Massage on Clients (MFT0003)**

#### **Competencies addressed:**

The following topics will be discussed:

- Identify products
- Prepare treatment room for the Ayurveda massage treatment
- Perform the techniques of Ayurveda massage on the clients

**Target Group:** The target audience includes Beauty Industry Participants and certified massage therapists who wish to pursue their career path in the Beauty Industry as Beauticians and Massage therapists or other interested employees and spa entrepreneurs to upgrade their existing knowledge and Skills with Ayurveda massage and facial beauty therapy.

**Fee:** \$500

Training Dates	Venue	Mode	Session
Apr 14 - 29	Namaka	FTF/ Blended	Day/ Evening
Sep 15 - 30	Namaka	FTF/ Blended	Day/ Evening

### **Perform Ayurveda Facial Treatment on Clients (MFT0004)**

#### **Competencies addressed:**

The following topics will be discussed:

- Identify products
- Prepare treatment room for the Ayurveda Facial treatment
- Perform the techniques of Ayurveda facial on the clients
- Identify and advise the clients of the facial products that they can purchase for use

**Target Group:** The target audience includes Beauty Industry Participants and certified massage therapists who wish to pursue their career path in the Beauty

Industry as Beauticians and Massage therapists or other interested employees and spa entrepreneurs to upgrade their existing knowledge and Skills with Ayurveda massage facial beauty therapy.

**Fee:** \$500

Training Dates	Venue	Mode	Session
May 5 - 20	Namaka	FTF/ Blended	Day/ Evening
Oct 6 - 21	Namaka	FTF/ Blended	Day/ Evening

## Certificate of Attainment in Advanced Culinary Skills

### Kitchen Hygiene and OHS (CCK001)

#### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
Feb 28 - Mar 2	Namaka/Nasese	FTF/ Blended	Day
Jul 25 - 27	Namaka/Nasese	FTF/ Blended	Day

## Principles and Methods of Cookery (CCK002)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
Mar 7 - 9	Nadi/Nasese	FTF/ Blended	Day
Aug 1 - 3	Nadi/Nasese	FTF/ Blended	Day

## Stock, Soups and Sauces Production (CCK003)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$275



Training Dates	Venue	Mode	Session
Mar 21 - 23	Namaka/Nasese	FTF/ Blended	Day
Aug 15 - 17	Namaka/Nasese	FTF/ Blended	Day

## Salad and Appetizers (CCK004)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
Mar 28 - 30	Namaka/Nasese	FTF/ Blended	Day
Aug 22 - 24	Namaka/Nasese	FTF/ Blended	Day

## Prepare Sandwiches (CCK005)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
Apr 4 - 6	Namaka/Nasese	FTF/ Blended	Day
Aug 29 - 31	Namaka/Nasese	FTF/ Blended	Day

### Basic Cakes and Pastries (CCK006)

**Competencies addressed:**

The following topics will be discussed:

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

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
Apr 11 - 13	Namaka/Nasese	FTF/ Blended	Day
Sept 5 - 8	Namaka/Nasese	FTF/ Blended	Day

### Basic Yeast Goods (CCK007)

**Competencies addressed:**

The following topics will be discussed:

- Produce hard, soft and flavoured bread rolls and specialties according to industry standards
- Demonstrate waste minimization techniques and environmental considerations in relation to yeast goods
- Apply problem-solving skills to deal with problems such as failure of yeast goods such as bread to rise, batter and to overcook

- Prepare varieties and characteristics of yeast-based products, both classical and contemporary
- Use past and current trends in pastries, cakes and yeast-based goods

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
Apr 25 - 27	Namaka/Nasese	FTF/ Blended	Day
Sept 12 - 14	Namaka/Nasese	FTF/ Blended	Day

## Breakfast Cookery and Kitchen Attendance (CCK008)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
May 2 - 4	Namaka/Nasese	FTF/ Blended	Day
Sept 19 - 21	Namaka/Nasese	FTF/ Blended	Day

## Poultry and Game Preparation (CCK009)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
May 9 - 11	Namaka/Nasese	FTF/ Blended	Day
Sept 26 - 28	Namaka/Nasese	FTF/ Blended	Day

## Fish and Shellfish Preparation (CCK010)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
May 16 - 18	Namaka/Nasese	FTF/ Blended	Day
Oct 3 - 5	Namaka/Nasese	FTF/ Blended	Day

## Lamb, Beef and Pork Preparation (CCK011)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
May 23 - 25	Namaka/Nasese	FTF/ Blended	Day
Oct 17 - 19	Namaka/Nasese	FTF/ Blended	Day

## Innovative ways of using Local Produce (CCK012)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
May 30 – Jun 1	Namaka/Nasese	FTF/ Blended	Day
Oct 24 - 27	Namaka/Nasese	FTF/ Blended	Day

## Egg and Farinaceous Dishes (CCK013)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
Jun 6 - 8	Namaka/Nasese	FTF/ Blended	Day
Oct 31 – Nov 2	Namaka/Nasese	FTF/ Blended	Day

## Kitchen Cost Control (CCK014)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
Jun 13 - 15	Namaka/Nasese	FTF/ Blended	Day
Nov 7 - 9	Namaka/Nasese	FTF/ Blended	Day

## Menu Planning (CCK015)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
Jun 20 - 22	Namaka/Nasese	FTF/ Blended	Day
Nov 14 - 16	Namaka/Nasese	FTF/ Blended	Day

## Showpiece and Buffet Techniques (CCK016)

### Competencies addressed:

The following topics will be discussed:

- Design the buffet, including foods and display, according to enterprise and customer requirements.
- Select appropriate food items according to season, budget, occasion and customer requirements.
- Plan the layout and display of buffet, taking into consideration type of food, occasion and desired theme.

- Where required, design and organize or produce a variety of appropriate buffet centrepieces and decorations.
- Arrange and present food items attractively and tastefully to maximize appeal.

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
Jun 27 - 29	Namaka/Nasese	FTF/ Blended	Day
Nov 21 - 23	Namaka/Nasese	FTF/ Blended	Day

## Organise and Prepare Food (CCK017)

### Competencies addressed:

The following topics will be discussed:

- Select equipment of the correct type and size for the job, and ensure that it is clean, safely assembled and ready before use.
- Identify ingredients according to standard recipes, recipe cards or enterprise requirements.
- Assemble ingredients according to the correct quantity, type and quality required.
- Prepare food according to correct weight, amount and number of portions.
- Clean, peel and prepare vegetables and fruit as required for menu items.

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
Mar 14 - 16	Namaka/Nasese	FTF/ Blended	Day
Aug 8 - 10	Namaka/Nasese	FTF/ Blended	Day



## Final Assessment Advanced Culinary Skills (CCK018)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$205

Training Dates	Venue	Mode	Session
Jul 4 - 6	Namaka/Nasese	FTF/ Blended	Day
Nov 28 - 30	Namaka/Nasese	FTF/ Blended	Day

## Certificate of Attainment in Restaurant Operations

### Personal, Restaurant and Bar Workplace Hygiene (HTFB901)

#### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
Feb 28 – Mar 2	Namaka/	FTF/ Blended	Day
Jul 25 – 27	Namaka	FTF/ Blended	Day

## Restaurant Operation and Service Stage I (HTFB902)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
Mar 7 – 9	Namaka	FTF/ Blended	Day
Aug 1 – 3	Namaka	FTF/ Blended	Day

## Restaurant Preparation and Service Stage II (HTFB903)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
Mar 14 - 16	Namaka	FTF/ Blended	Day
Aug 8 - 10	Namaka	FTF/ Blended	Day

## Bar Preparation and Service (HTFB904)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
Mar 21 - 23	Namaka	FTF/ Blended	Day
Aug 15 - 17	Namaka	FTF/ Blended	Day

## Wine and Beverage Services (HTFB905)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
Mar 28 - 30	Namaka	FTF/ Blended	Day
Aug 22- 24	Namaka	FTF/ Blended	Day

## Wine Evaluation (HTFB906)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
Apr 4 - 6	Namaka	FTF/ Blended	Day
Aug 29 - 31	Namaka	FTF/ Blended	Day

## Cocktail Mixing (HTFB907)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
Apr 11 - 13	Namaka	FTF/ Blended	Day
Sep 5 - 7	Namaka	FTF/ Blended	Day

## Functions and Banquets (HTFB908)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
Apr 19 - 21	Namaka	FTF/ Blended	Day
Sep 12 - 14	Namaka	FTF/ Blended	Day

## Room Service (HTFB909)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
Apr 25 - 27	Namaka	FTF/ Blended	Day
Sep 19 - 21	Namaka	FTF/ Blended	Day

## Non-Alcoholic Drinks/ Espresso Coffee Making (HTFB910)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
May 2 - 4	Namaka	FTF/ Blended	Day
Sep 26 - 28	Namaka	FTF/ Blended	Day

## Gueridon/ Silver Service (HTFB911)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
May 9 - 11	Namaka	FTF/ Blended	Day
Oct 3 - 5	Namaka	FTF/ Blended	Day

## Receiving and Storing Stocks (HTFB912)

### Competencies addressed:

The following topics will be discussed;

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

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
May 16 - 18	Namaka	FTF/ Blended	Day
Oct 11 - 13	Namaka	FTF/ Blended	Day

## Purchasing Procurement (HTFB913)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
May 23 - 25	Namaka	FTF/ Blended	Day
Oct 17 - 19	Namaka	FTF/ Blended	Day

## Food and Beverage Cost Control/ Profit and loss Statement (HTFB914)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
Jun 6 - 8	Namaka	FTF/ Blended	Day
Oct 24 - 26	Namaka	FTF/ Blended	Day

## Food and Beverage Supervision (HTFB915)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
Jun 13 - 15	Namaka	FTF/ Blended	Day
Oct 31 - Nov 26	Namaka	FTF/ Blended	Day



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

### Hospitality Human Resource Management (HRM401)

#### Competencies Addressed:

The following topics will be discussed:

- Demonstrate a comprehensive understanding and awareness of international HRM and the ability to apply the assessment of HRM effectiveness.
- Compare the four main approaches to managing organizational changes
- Identify forces that act as stimulants to change, and contrast planned and unplanned change

**Target Group:** The module is designed for middle management and supervisors in the department who wishes to upgrade his or her knowledge in the area of management development programmes. It is also designed for those who wish to grow and develop their skills in management.

**Fee:** \$350

Training Dates	Venue	Mode	Session
Mar 1-28	Namaka/Nasese/Labasa	FTF/Online	Day/Evening
Jul 25-Aug 9	Namaka/Nasese/Labasa	FTF/Online	Day/Evening

### Hospitality Sales and Marketing (HSM402)

#### Competencies addressed:

The following topics will be discussed:

- Nature of distribution channels, and tell why marketing intermediaries are used.
- The objective and nature of personal selling, as well as the role of the sales team.
- Define the word “product” to include the fundamental, enabling, supporting, and enhanced product.
- Interdependence between online marketing, database marketing, and direct marketing. Tourism Marketing strategies.

**Target Group:** The module is designed for middle management and supervisors in the department who wish to upgrade their knowledge in management development programmes. It is also designed for those who want to grow and develop their skills in management.

**Fee:** \$350

Training Dates	Venue	Mode	Session
Mar 28 –Apr 19	Namaka/Nasese/Labasa	FTF/Online	Day/Evening
Aug 15-30	Namaka/Nasese/Labasa	FTF/Online	Day/Evening

## Financial Literacy and Report Writing for Hospitality (HFI403)

### Competencies addressed:

The following topics will be discussed:

- Organizational budget and its components.
- Interpreting organisations Financial reports and demonstrating the learnt skills of preparing a report.
- Monitor overall business performance such as staff review, people and performance management, departmental audit, reporting and documenting.

**Target Group:** The module is designed for middle management and supervisors in the department who wish to upgrade their knowledge in management development programmes. It is also designed for those who want to grow and develop their skills in management.

**Fee:** \$350

Training Dates	Venue	Mode	Session
Apr 25-May 17	Namaka/Nasese/Labasa	FTF/Online	Day/Evening
Sep 5-20	Namaka/Nasese/Labasa	FTF/Online	Day/Evening

## Hospitality Business Communication and Leadership Management (HBC404)

### Competencies addressed:

The following topics will be discussed:

- Apply business communication theory to solve workplace communication issues.
- Demonstrate the communication skills required in the workplace.
- Understand complex ideas in written and spoken formats.

**Target Group:** The module is designed for middle management and supervisors in the department who wish to upgrade their knowledge in management development programmes. It is also designed for those who wish to grow and develop their skills in management.

**Fee:** \$350

Training Dates	Venue	Mode	Session
Apr 23-Jun 7	Namaka/Nasese/Labasa	FTF/Online	Day/Evening
Sep 26-Oct 7	Namaka/Nasese/Labasa	FTF/Online	Day/Evening

## Ethics Management and Professionalism in Hospitality Industry (HEM405)

### Competencies addressed:

The following topics will be discussed:

- Evaluate common workplace ethics codes of conduct and outline the ethical principles governing decisions and behaviour at a company or organization.
- Weigh social responsibility factors that influence business ethics, individual moral standards, the influence of managers and co-workers.

**Target Group:** The module is designed for middle management and supervisors in the department who wish to upgrade their knowledge in management development programmes. It is also designed for those who wish to grow and develop their skills in management.

**Fee:** \$350

Training Dates	Venue	Mode	Session
May 13-Jun 28	Namaka/Nasese/Labasa	FTF/Online	Day/Evening
Oct 10-25	Namaka/Nasese/Labasa	FTF/Online	Day/Evening

## Events Planning and Management Tactics (HEP406)

### Competencies addressed:

The following topics will be discussed:

- Identify the major impacts which events have on their stakeholders and host communities.
- While identifying the unique elements and resources of an event.
- Describe the range of goals that a destination might seek to progress through an event tourism strategy and explain how events can strengthen a community's pride and values.
- Creating and analysing a foundation for goal setting and strategic decision making and the strategic planning process as it applies to events.

**Target Group:** The module is designed for middle management and supervisors in the department who wish to upgrade their knowledge in management development programmes. It is also designed for those who wish to grow and develop their skills in management.

**Fee:** \$350

Training Dates	Venue	Mode	Session
Jun 29-Jul 13	Namaka/Nasese/Labasa	FTF/Online	Day/Evening
Nov 1-21	Namaka/Nasese/Labasa	FTF/Online	Day/Evening

## Certificate of Attainment in Travel and Tourism Studies

### Fiji Tourism Industry Knowledge (TTP01)

#### Competencies Addressed:

The following topics will be discussed:

- The participants will be able to update information on the tourism industry
- Update knowledge on trends related to the tourism industry in Fiji.
- Source and apply information on legal and ethical, and environmental issues that impact on the tourism industry.
- The participants will be able to understand the different cultures of the South Pacific and their significance.
- The participants will understand the economic and political situations of our country.

**Target Group:** Any individual who wants to have a career in the Tourism sector or is wishing to upskill or upgrade their knowledge.

**Fee:** \$385

Training Dates	Venue	Mode	Session
Feb 28-Mar 9	Namaka/Nasese/Labasa	FTF/Online	Day/Evening
Jul 25-Aug 3	Namaka/Nasese/Labasa	FTF/Online	Day/Evening

## Tour Guiding Fundamentals (TTPO2)

### Competencies Addressed

The following topics will be discussed:

- Participants will learn to become competent public speakers.
- Source and apply information on legal and ethical, and environmental issues that impact the tourism industry.
- Update knowledge on trends related to tourism in Fiji and apply this to your tour commentaries.
- Prepare commentaries and sample tours and act in class accordingly.

**Target Group:** Any individual who wants to have a career in the Tourism sector or is wishing to upskill or upgrade their knowledge.

**Fee**\$385

Training Dates	Venue	Mode	Session
Mar 14-23	Namaka/Nasese/Labasa	FTF/Online	Day/Evening
Aug 8-17	Namaka/Nasese/Labasa	FTF/Online	Day/Evening

## Dealing with Customers and Colleagues (TTPO3)

### Competencies Addressed

The following topics will be discussed:

- The participants will practice how to communicate with customers.
- Maintain personal presentation standards in their work environment and their daily day to day life
- Provide service to colleagues and customers.
- Respond to conflicts and customer complaints.
- Work in a team and understand the advantages of teamwork.

**Target Group:** Any individual who wants to have a career in the Tourism sector or is wishing to upskill or upgrade their knowledge.

**Fee:** \$385

Training Dates	Venue	Mode	Session
Mar 26-Apr 6	Namaka/Nasese/Labasa	FTF/Online	Day/Evening
Aug 22-31	Namaka/Nasese/Labasa	FTF/Online	Day/Evening

## Strategic Selling Skills of Tourism Products and Services (TTPO4)

### Competencies Addressed:

The following topics will be discussed:

- Participants will be able to identify customer needs.
- Suggesting the appropriate products to meet customer needs.
- Providing accurate and adequate product information and advice to customers.
- Follow up sales opportunities.

**Target Group:** Any individual who wants to have a career in the Tourism sector or is wishing to upskill or upgrade their knowledge.

**Fee:** \$385

Training Dates	Venue	Mode	Session
Apr 11-22	Namaka/Nasese/Labasa	FTF/Online	Day/Evening
Sep 5-14	Namaka/Nasese/Labasa	FTF/Online	Day/Evening

## Co-ordinate Arrival and Departure Assistance (TTPO5)

### Competencies Addressed:

The following topics will be discussed:

- Conduct arrival transfers for visitor groups or individuals and practice that in class
- Explain arrival information to visitors.
- Check in groups and individuals at the accommodation.
- Conduct departure transfers for groups and individuals. Compare different types of ternaries and how to interpret them.

**Target Group:** Any individual who wants to have a career in the Tourism sector or wishes to upskill or upgrade their knowledge.

**Fee:** \$385

Training Dates	Venue	Mode	Session
Apr 25- May 4	Namaka/Nasese/Labasa	FTF/Online	Day/Evening
Sep 9-28	Namaka/Nasese/Labasa	FTF/Online	Day/Evening

## Inbound Travel Services 1 (TTP06)

### Competencies Addressed:

The following topics will be discussed:

- Recognize the functions and operations of the inbound tour operator.
- The participants will be able to Identify who inbound customers observe cultural protocols of customers with common ethnic backgrounds.
- Identify skills needed to work in the inbound travel service.

**Target Group:** Any individual who wants to have a career in the Tourism sector or wishes to upskill or upgrade their knowledge.

**Fee:** \$385

Training Dates	Venue	Mode	Session
May 9-17	Namaka/Nasese/Labasa	FTF/Online	Day/Evening
Oct 3-12	Namaka/Nasese/Labasa	FTF/Online	Day/Evening

## Inbound Travel Services 2 (TT07)

### Competencies Addressed:

The following topics will be discussed:

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

**Target Group:** Any individual who wants to have a career in the Tourism sector or wishes to upskill or upgrade their knowledge.

**Fee:** \$385

Training Dates	Venue	Mode	Session
May18-31	Namaka/Nasese/Labasa	FTF/Online	Day/Evening
Oct 17-26	Namaka/Nasese/Labasa	FTF/Online	Day/Evening

## Inbound Travel Services 3 (TTP08)

### Competencies Addressed:

The following topics will be discussed:

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

**Target Group:** Any individual who wants to have a career in the Tourism sector or is wishing to upskill or upgrade their knowledge.

**Fee:** \$385

Training Dates	Venue	Mode	Session
Jun 1-13	Namaka/Nasese/Labasa	FTF/Online	Day/Evening
Nov 1-7	Namaka/Nasese/Labasa	FTF/Online	Day/Evening

## Certificate of Attainment –Assessment (TTPO32)

### Competencies Addressed:

The following topics will be discussed:

- It enables relevant skills and knowledge based on the travel and tourism industry.
- Reinforce better life skill choices and marketability as per industry requirements and standards.
- Encourage team awareness and teamwork.
- Activities of guides and delegates.
- Orientation on legal norms and regulations of tourism, good command of the legal fundamentals of keeping records.
- Planning activities, budgeting, and evaluation of achieved economic results.

**Target Group:** Those participants who have successfully completed all the modules of COA Travel and Tourism.

**Fee:** \$20.00

Training Dates	Venue	Mode	Session
Jun 14-15	Namaka/Nasese/Labasa	FTF/Online	Day/Evening
Nov 8-9	Namaka/Nasese/Labasa	FTF/Online	Day/Evening

## Certificate of Attainment in Hospitality Sales and Marketing

### Hospitality Sales and Marketing Module I (HSM4221)

#### Competencies Addressed:

The following topics will be discussed:

- Understand and identify relationships between the hospitality and travel industry while recognizing the core concepts of service culture.



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

**Target Group:** Anyone interested in learning or developing their sales and marketing skills will benefit from this Sales and Marketing course. It is guaranteed to bring out new ideas specific to the individual's experience and industry sector.

**Fee:** \$440

Training Dates	Venue	Mode	Session
Mar 3-31	Namaka/Nasese/Labasa	FTF/Online	Evening
Jul 7-21	Namaka/Nasese/Labasa	FTF/Online	Evening

## Hospitality Sales and Marketing Module II (HSM4223)

### Competencies Addressed:

The following topics will be discussed:

- Explain what a service culture is and why it is important to have a company where everyone is focused on serving the customer.
- Explain how the atmosphere, customer interaction with the service delivery, customer interaction with other customers, and customer coproduction are all elements with which one needs to be concerned when designing a product
- Explain market segmentation, and identify several possible bases for segmenting consumer markets, business markets, and international markets
- List and distinguish among the requirements for effective segmentation: measurability, accessibility, substantiality, and actionability.

**Target Group:** Anyone interested in learning or developing their sales and marketing skills will benefit from this Sales and Marketing course. It is guaranteed to bring out new ideas that are specific to the individual's experience and industry sector.

**Fee:** \$440

Training Dates	Venue	Mode	Session
Apr 7-29	Namaka/Nasese/Labasa	FTF/Online	Evening
Jul 7-29	Namaka/Nasese/Labasa	FTF/Online	Evening

## Hospitality Sales and Marketing Module III (HSM4223)

### Competencies Addressed:

The following topics will be discussed:

- Analyse the staging of an event according to its constituent elements.
- Discuss factors that create successful control mechanisms
- Designing a risk management plan.
- Discuss the evaluation needs of event stakeholders
- Apply a range of techniques, including the conducting of questionnaires and event surveys, in evaluating events
- Use secondary research sources to Describe and record the intangible impacts of events.

**Target Group:** Anyone interested in learning or developing their sales and marketing skills will benefit from this Sales and Marketing course, it is guaranteed to bring out new ideas that are specific to the individual's experience and industry sector.

**Fee:** \$440

Training Dates	Venue	Mode	Session
May 5-27	Namaka/Nasese/Labasa	FTF/Online	Evening
Sep 1-30	Namaka/Nasese/Labasa	FTF/Online	Evening

## Certificate of Attainment in Housekeeping and Accommodation Services

### Hospitality Operations (HSK0001)

#### Competencies Addressed:

The following topics will be discussed:

- Introduction and lodging operation
- Room division housekeeping
- Staff and support department Key operating ratios
- Evolution of hotel industry Categories of hotel
- Hotel outline and its organization chart

**Target Group:** Hotel employees and interested participants.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Feb 28 – Mar 2	Namaka/Nasese/Labasa	FTF /Blended	Day
July 25 - 27	Namaka/Nasese/Labasa	FTF /Blended	Day

## Roles and Responsibilities of Housekeeping and Customer Service (HSK0002)

### Competencies Addressed:

The following topics will be discussed:

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

**Target Group:** Hotel employees and interested participants.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Mar 7 - 9	Namaka/Nasese/Labasa	FTF /Blended	Day
Aug 1 - 3	Namaka/Nasese/Labasa	FTF /Blended	Day

## Professional Guestroom Cleaning and Procedures HSK0003

### Competencies Addressed

The following topics will be discussed:

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

**Target Group:** Hotel employees and interested participants.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Mar 14 - 16	Namaka/Nasese/Labasa	FTF /Blended	Day
Aug 8 - 10	Namaka/Nasese/Labasa	FTF /Blended	Day

## IT Hospitality Housekeeping Accommodation Room Master (HSK0004)

### Competencies Addressed:

The following topics will be discussed:

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

**Target Group:** Hotel employees and interested participants.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Mar 21 - 23	Namaka/Nasese/Labasa	FTF /Blended	Day
Aug 15 - 17	Namaka/Nasese/Labasa	FTF /Blended	Day

## General Deep Cleaning and Periodic Maintenance (HSK0005)

### Competencies addressed:

The following topics will be discussed:

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

**Target Group:** Hotel employees and interested participants.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Mar 28 - 30	Namaka/Nasese/Labasa	FTF /Blended	Day
Aug 22 - 24	Namaka/Nasese/Labasa	FTF /Blended	Day

## Public Area Cleaning (HSK0006)

### Competencies addressed:

The following topics will be discussed:

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

**Target Group:** Hotel employees and interested participants.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Apr 4 - 6	Namaka/Nasese/Labasa	FTF /Blended	Day
Aug 29 - 31	Namaka/Nasese/Labasa	FTF /Blended	Day

## Sanitation and Hygiene in Guest Room (HSK0007)

### Competencies Addressed:

The following topics will be discussed:

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

**Target Group:** Hotel employees and interested participants.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Apr 19 - 21	Namaka/Nasese/Labasa	FTF /Blended	Day
Sep 12 - 14	Namaka/Nasese/Labasa	FTF /Blended	Day

## Laundry Management (HSK0008)

### Competencies Addressed:

The following topics will be discussed:

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

**Target Group:** Hotel employees and interested participants.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Apr 25 - 27	Namaka/Nasese/Labasa	FTF /Blended	Day
Sep 19 - 21	Namaka/Nasese/Labasa	FTF /Blended	Day

## Basic Housekeeping Supervision (HSK0009)

### Competencies Addressed:

The following topics will be discussed:

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

**Target Group:** Hotel employees and interested participants.

**Fee:** \$275

Training Dates	Venue	Mode	Session
May 2 - 4	Namaka/Nasese/Labasa	FTF /Blended	Day
Sep 26 - 28	Namaka/Nasese/Labasa	FTF /Blended	Day

## Basic Housekeeping Cost control (HSK0010)

### Competencies Addressed:

The following topics will be discussed:

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

**Target Group:** Hotel employees and interested participants.

**Fee:** \$275

Training Dates	Venue	Mode	Session
May 9 - 11	Namaka/Nasese/Labasa	FTF /Blended	Day
Oct 3 - 5	Namaka/Nasese/Labasa	FTF /Blended	Day

## Managing Linen Inventory (HSK0011)

### Competencies Addressed:

The following topics will be discussed:

- Par level
- Linen discard record and physical inventory
- Fabric types
- Linen requirement, purchase and issuing

**Target Group:** Hotel employees and interested participants.

**Fee:** \$275

Training Dates	Venue	Mode	Session
May 16 - 18	Namaka/Nasese/Labasa	FTF /Blended	Day
Oct 10 - 12	Namaka/Nasese/Labasa	FTF /Blended	Day

## Housekeeping Assessment (HSK0012)

### Competencies Addressed:

The following topics will be discussed:

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

**Target Group:** Hotel employees and interested participants.

**Fee:** \$275

Training Dates	Venue	Mode	Session
May 23 - 25	Namaka/Nasese/Labasa	FTF /Blended	Day
Oct 17 - 19	Namaka/Nasese/Labasa	FTF /Blended	Day

## Certificate of Attainment in Rooms Division Management

### Front Office in Rooms Division (HRD411)

#### Competencies Addressed:

The following topics will be discussed:

- Practice Hospitality theories and principles
- Analyse computer system features to create and administer

- Organise guest departure
- Prepare routine records and reports
- Manage front office revenue and yield management

**Target Group:** Hotel employees and interested participants.

**Fee:** \$750

Training Dates	Venue	Mode	Session
Mar 3- Apr 8	Namaka/Nasese/Labasa	FTF /Blended	Day
July 28 – Sep 2	Namaka/Nasese/Labasa	FTF /Blended	Day

## Housekeeping in Rooms Division (HRD512)

### Competencies Addressed:

The following topics will be discussed:

- Demonstrate knowledge and skills in hospitality work-life and rooms
- Practice pre and post Covid-19 guestroom cleaning procedures and chemical handling.
- Demonstrate good interdepartmental relationships and group management
- Prepare and practice outsourcing and budget
- Process, finish, package and store laundry items

**Target Group:** Hotel employees and interested participants.

**Fee:** \$750

Training Dates	Venue	Mode	Session
Apr 14 – May 20	Namaka/Nasese/Labasa	FTF /Blended	Day
Sep 8 – Oct 14	Namaka/Nasese/Labasa	FTF /Blended	Day

## Manage Rooms Division (HRD613)

### Competencies Addressed:

The following topics will be discussed:

- Practice procurement and stores control
- Develop team commitment and cooperation
- Manage the front office department
- Manage housekeeping and accommodation
- Implement employee relations strategy and policies for own work area

**Target Group:** Hotel employees and interested participants.



**Fee:** \$750

Training Dates	Venue	Mode	Session
May 26 – Jul 1	Namaka/Nasese/Labasa	FTF /Blended	Day
Oct 20 – Nov 25	Namaka/Nasese/Labasa	FTF /Blended	Day

## Certificate of Attainment in Baking and Patisserie

### OHS and Kitchen Hygiene in Baking and Patisserie (BPS0004)

**Competencies Addressed:**

The following topics will be discussed:

- Clean and maintain kitchen premises
- Difference between cleaning and sanitizing
- Types and classification of fires
- OHS, HACCP and hazard analysis
- Chemical usage and storage

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
Feb 28 – Mar 2	Namaka/Nasese/Labasa	FTF /Blended	Day
July 25 - 27	Namaka/Nasese/Labasa	FTF /Blended	Day

### Basic Coffee Shop Delicacies (BPS0005)

**Competencies Addressed:**

The following topics will be discussed:

- Types of bread and sandwiches
- Component of a sandwich and filling assortment
- Characteristics of coffee shop delicacies
- Crumbing methods and procedures and different classifications of batters
- Salads and salad components, dressing, sauces and condiment selection

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
Mar 14 - 16	Namaka/Nasese/Labasa	FTF /Blended	Day
Aug 8 - 10	Namaka/Nasese/Labasa	FTF /Blended	Day

## Cake Baking (BPS0006)

### Competencies Addressed:

The following topics will be discussed:

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

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
Mar 21 - 23	Namaka/Nasese/Labasa	FTF /Blended	Day
Aug 15 - 17	Namaka/Nasese/Labasa	FTF /Blended	Day

## Cream Based Cakes (BPS0007)

### Competencies addressed:

The following topics will be discussed:

- Genoese and passion fruit cream cakes
- Cheesecake, lemon and mousse cakes
- Gateaux
- Decorating and presentation techniques

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
Mar 28 - 30	Namaka/Nasese/Labasa	FTF /Blended	Day
Aug 22 - 24	Namaka/Nasese/Labasa	FTF /Blended	Day

## Basic Cake Decoration (BPS0008)

### Competencies addressed:

The following topics will be discussed:

- Historical development and current trends in cake decoration
- Different forms of designing and utilizing cake decoration tools
- Methods of levelling, moulding cakes, piping principles and techniques in Nozzle usage
- Layering, frosting themed cakes and writing messages using paper cornet

**Target Group:** Hotel Employees, pastry chefs, bakers, kitchen hands, youths, small restaurant operators and any interested participants.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Apr 4 - 6	Namaka/Nasese/Labasa	FTF /Blended	Day
Aug 29 - 31	Namaka/Nasese/Labasa	FTF /Blended	Day

## Advance Cake Decoration (BPS0009)

### Competencies Addressed:

The following topics will be discussed:

- Icing classification, preparation, texture, appearance and flavour
- Plastic icing moulding and pattern designs
- Chocolate filigree and free handwriting
- Carving works and border incision
- Cake shapes, sizes, colour merge and usage

**Target Group:** Hotel employees, pastry chefs, bakers, kitchen hands, youths, small restaurant operators and any interested participants.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Apr 11 - 13	Namaka/Nasese/Labasa	FTF /Blended	Day
Sep 5 - 7	Namaka/Nasese/Labasa	FTF /Blended	Day

## Pies and Tarts (BPS0010)

### Competencies Addressed:

The following topics will be discussed:

- Different forms of pie and pastries
- Types of pie and pastry fillings
- Waste minimization techniques and environmental considerations in relation to pastry and pies
- Problem-solving skills to deal with problems such as undesired pastry texture
- Lamination techniques, glazing and serving techniques

**Target Group:** Hotel employees, pastry chefs, bakers, kitchen hands, youths, small restaurant operators and any interested participants.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Apr 19 - 21	Namaka/Nasese/Labasa	FTF /Blended	Day
Sep 12 - 14	Namaka/Nasese/Labasa	FTF /Blended	Day

## Puff and Choux Pastry (BPS0011)

### Competencies Addressed:

The following topics will be discussed:

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

**Target Group:** Hotel employees, pastry chefs, bakers, kitchen hands, youths, small restaurant operators and any interested participants.

**Fee:** \$275

Training Dates	Venue	Mode	Session
May 2 - 4	Namaka/Nasese/Labasa	FTF /Blended	FTF /Blended
Sep 26 - 28	Namaka/Nasese/Labasa	FTF /Blended	FTF /Blended

## Breads and Rolls (BPS0012)

### Competencies Addressed:

The following topics will be discussed:

- Ingredient amalgamation and function

- Types and varieties of yeast goods
- Gluten development and standard yeast dough processing methods
- Different types of bread and it uses and flavouring additives
- Sweet and sourdough formation and differentiation

**Target Group:** Hotel employees, pastry chefs, bakers, kitchen hands, youths, small restaurant operators and any interested participants.

**Fee:** \$275

Training Dates	Venue	Mode	Session
May 9 - 11	Namaka/Nasese/Labasa	FTF /Blended	Day
Oct 3 - 5	Namaka/Nasese/Labasa	FTF /Blended	Day

## Biscuits, Cookies and Meringue (BPS0013)

### Competencies Addressed:

The following topics will be discussed:

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

**Target Group:** Hotel employees, pastry chefs, bakers, kitchen hands, youths, small restaurant operators and any interested participants.

**Fee:** \$275

Training Dates	Venue	Mode	Session
May 16 - 18	Namaka/Nasese/Labasa	FTF /Blended	Day
Oct 10 - 12	Namaka/Nasese/Labasa	FTF /Blended	Day

## Croissants, Danish and Breakfast Pastries (BPS0014)

### Competencies Addressed:

The following topics will be discussed:

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

**Target Group:** Hotel employees, pastry chefs, bakers, kitchen hands, youths, small restaurant operators and any interested participants.

**Fee:** \$275

Training Dates	Venue	Mode	Session
May 23 - 25	Namaka/Nasese/Labasa	FTF /Blended	Day
Oct 17 - 19	Namaka/Nasese/Labasa	FTF /Blended	Day

## Hot and Cold Desserts (BPS0015)

### Competencies Addressed:

The following topics will be discussed:

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

**Target Group:** Hotel employees, pastry chefs, bakers, kitchen hands, youths, small restaurant operators and any interested participants.

**Fee:** \$275

Training Dates	Venue	Mode	Session
May 30 – Jun 1	Namaka/Nasese/Labasa	FTF /Blended	Day
Oct 24 - 26	Namaka/Nasese/Labasa	FTF /Blended	Day

## Chocolate Works (BPS0016)

### Competencies Addressed:

The following topics will be discussed:

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

**Target Group:** Hotel employees, pastry chefs, bakers, kitchen hands, youths, small restaurant operators and any interested participants.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Jun 6 - 8	Namaka/Nasese/Labasa	FTF /Blended	Day
Oct 31 - Nov 2	Namaka/Nasese/Labasa	FTF /Blended	Day

## **Cakes for Special Events (BPS0017)**

### **Competencies Addressed:**

The following topics will be discussed:

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

**Target Group:** Hotel employees, pastry chefs, bakers, kitchen hands, youths, small restaurant operators and any interested participants.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Jun 13 - 15	Namaka/Nasese/Labasa	FTF /Blended	Day
Nov 7 - 9	Namaka/Nasese/Labasa	FTF /Blended	Day

## **Basic Baking and Patisserie Delights (BPS0018)**

### **Competencies Addressed:**

The following topics will be discussed:

- Importance of baking ingredients
- Control and the development of baked products
- Characteristics and function of the major baking ingredients
- Types of wheat flours and steps in the production of yeast goods
- Understand kitchen hygiene, sanitation and OHS.

**Target Group:** Hotel employees, pastry chefs, bakers, kitchen hands, youths, small restaurant operators and any interested participants.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Mar 7 - 9	Namaka/Nasese/Labasa	FTF /Blended	Day
Aug 1 - 3	Namaka/Nasese/Labasa	FTF /Blended	Day

## Baking and Patisserie (Assessment) (BPS0019)

### Competencies Addressed:

The following topics will be discussed:

- Revision from week 1
- Individual menu planning and cake baking
- Classroom-based theory examination
- Lab assessment

**Target Group:** Hotel employees, pastry chefs, bakers, kitchen hands, youths, small restaurant operators and any interested participants.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Jun 20 - 22	Namaka/Nasese/Labasa	FTF /Blended	Day
Nov 14 - 16	Namaka/Nasese/Labasa	FTF /Blended	Day

## Certificate of Attainment in Front Office and Customer Relation

### Industry Hospitality Overview (FCR0001)

#### Competencies Addressed:

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

**Target Group:** Hotel employees, new recruit, front line employees, youth, school leavers and interested participants.

**Fee:** \$120.00



Training Dates	Venue	Mode	Session
Feb 28 - March 2	Namaka/ Labasa	FTF/ Blended	Day
Jul 25 - 27	Namaka/ Labasa	FTF/ Blended	Day

## Telephone Etiquette (FCR0002)

### Competencies Addressed:

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

**Target Group:** Hotel employees, new recruit, front line employees, youth, school leavers and interested participants.

**Fee:** \$120

Training Dates	Venue	Mode	Session
Mar 7 - 9	Namaka/ Labasa	FTF/ Blended	Day
Aug 1 - 3	Namaka/ Labasa	FTF/ Blended	Day

## IT Hospitality Basic Programme (FCR0003)

### Competencies Addressed:

- Starting to use Microsoft word 2016
- Using template to create documents
- Excel Pivot Tables/Chart/Hyperlinks
- Linking and Embedding within excel 2016
- Creating presentation on Powerpoint customized template
- Modifying presentation and renaming sections

**Target Group:** Hotel employees, new recruit, front line employees, youth, administrators, school leavers and interested participants.

**Fee:** \$120

Training Dates	Venue	Mode	Session
Mar 14 - 17	Namaka/ Labasa	FTF/ Blended	Day
Aug 8 - 11	Namaka/ Labasa	FTF/ Blended	Day

## Reservation Procedure and Services (FCR0004)

### Competencies Addressed:

- Upsell rooms using effective selling techniques
- Handle groups and tour bookings
- Handle guest complaints and special requests
- Record detailed information
- Select and provide detailed information to the guests when needed

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

**Fee:** \$120

Training Dates	Venue	Mode	Session
Mar 21 - 23	Namaka/ Labasa	FTF/ Blended	Day
Aug 15 - 17	Namaka/ Labasa	FTF/ Blended	Day

## Hotel Accommodation Procedure and Services (FCR0005)

### Competencies Addressed:

- Prepare for guest arrival and registration procedures
- Allocations of rooms, room status code
- Prepare billing machines, computers and safety deposit box
- Processing vouchers interdepartmental charges
- Checking out and farewelling guests at the front desk

**Target Group:** Hotel employees, new recruit, front line employees, secretaries, school leavers and interested participants

**Fee:** \$120

Training Dates	Venue	Mode	Session
Mar 28 - 30	Namaka/ Labasa	FTF/ Blended	Day
Aug 22 - 24	Namaka/ Labasa	FTF/ Blended	Day

## Handling Guest Complaint (FCR0006)

### Competencies Addressed:

- Participants will improve their confidence in understanding guest complaints and be able to solve guest problems in a professional manner
- Understanding the power of exceptional service in worst situations
- Identifying the types of awkward customers and implementing strategies to dissolve awkward situations

- Demonstrating positive/can-do attitude in solving difficult situations
- Team building in developing positive people that will bring about positive results.

**Target Group:** Hotel employees, new recruit, front line employees, youth, administrations, secretary, school leavers and interested participants.

**Fee:** \$120

Training Dates	Venue	Mode	Session
Apr 11 - 13	Namaka/ Labasa	FTF/ Blended	Day
Sep 5 - 8	Namaka/ Labasa	FTF/ Blended	Day

## Professional Porters and Concierge (FCR0007)

### Competencies Addressed:

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

**Target Group:** Hotel employees, new recruit, front line employees, youth, school leavers and interested participants.

**Fee:** \$120

Training Dates	Venue	Mode	Session
Apr 19 - 21	Namaka/ Labasa	FTF/ Blended	Day
Sep 12 - 14	Namaka/ Labasa	FTF/ Blended	Day

## Customer Services (FCR0008)

### Competencies Addressed:

- Identify who your customers are and analyses their needs and concern
- Understand what service is and why it is important to provide exceptional customer service
- Learn the importance of communications and its inter-relationship when responding to customers

- Show customers that you care in sending positive attitude when dealing with them
- Understand and demonstrate effective communication skills

**Target Group:** Hotel employees, new recruits, front line employees, customer service officers, secretaries, administrators, youth, school leavers and interested participants.

**Fee:** \$120

Training Dates	Venue	Mode	Session
Apr 25 - 27	Namaka/ Labasa	FTF/ Blended	Day
Sep 19 -21	Namaka/ Labasa	FTF/ Blended	Day

### Night Audit (FCR0009)

**Competencies Addressed:**

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

**Target Group:** Hotel employees, new recruit, front line employees, youth, school leavers and interested participants.

**Fee:** \$120

Training Dates	Venue	Mode	Session
May 2 - 4	Namaka/ Labasa	FTF/ Blended	Day
Sep 27 - 29	Namaka/ Labasa	FTF/ Blended	Day

### Basic Front Office Supervision (FCR0010)

**Competencies Addressed:**

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

**Target Group:** Hotel employees, new recruit, front line employees, youth, supervisors, secretaries, administration, school leavers and interested participants.

**Fee:** \$190

Training Dates	Venue	Mode	Session
May 9 - 11	Namaka/ Labasa	FTF/ Blended	Day
Oct 3 - 5	Namaka/ Labasa	FTF/ Blended	Day

## Basic Front Office Management (FCR0011)

### Competencies Addressed:

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

**Target Group:** Hotel employees, new recruits, front line employees, youth, school leavers and interested participants.

**Fee:** \$190

Training Dates	Venue	Mode	Session
May 23 - 25	Namaka/ Labasa	FTF/ Blended	Day
Oct 17 - 19	Namaka/ Labasa	FTF/ Blended	Day

## IT Hospitality Reservation Room Master (FCR0012)

### Competencies Addressed:

- Reservations general information
- Different room rate
- Create and process new reservation booking
- Cancel and reinstate
- Amended booking
- Guest profile
- Room revenue accounts
- Room type and rate set up

**Target Group:** Hotel employees, new recruits, front line employees, youth, school leavers and interested participants.

**Fee:** \$120

Training Dates	Venue	Mode	Session
30 May - June 1	Namaka/ Labasa	FTF/ Blended	Day
October 25 - 27	Namaka/ Labasa	FTF/ Blended	Day

**IT Hospitality Accommodation Room Master (FCR0013)****Competencies Addressed:**

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

**Target Group:** Hotel employees, new recruits, front line employees, youth, school leavers and interested participants.

**Fee:** \$120

Training Dates	Venue	Mode	Session
Jun 6 - 8	Namaka/ Labasa	FTF/ Blended	Day
Oct 31 - Nov 2	Namaka/ Labasa	FTF/ Blended	Day

**IT Hospitality Fidelio Opera (FCR0014)****Competencies Addressed:**

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

**Target Group:** Hotel employees, new recruit, front line employees, youth, school leavers and interested participants.

**Fee:** \$120

Training Dates	Venue	Mode	Session
Jun 13 - 15	Namaka/ Labasa	FTF/ Blended	Day
Nov 7 - 9	Namaka/ Labasa	FTF/ Blended	Day

## Front Office and Customer Relation (Assessment) (FCR0015)

### Competencies Addressed:

The following topics will be discussed:

- Revision from week 1
- Assessment

**Target Group:** Hotel employees, new recruits, front line employees, youth, school leavers and interested participants

**Fee:** \$110

Training Dates	Venue	Mode	Session
July	Namaka/ Labasa	FTF /Blended	Day
Nov	Namaka/ Labasa	FTF /Blended	Day

## Certificate of Participation in Fashion and Design

### Sewing Machinist (FAD 0001)

#### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$77

Training Dates	Venue	Mode	Session
Feb 28 - Mar 3	Nabua	FTF	Day
Jul 25 - 28	Nabua	FTF	Day

### Freehand Cutting Garment Construction (FAD 0003)

#### Competencies addressed:

The following topics will be discussed:

- Correct technique of taking body measurement
- Constructing tailored pattern blocks of front and back

- Laying patterns on the fabric and marking
- Zip attaching
- Quality checking

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

**Fee:** \$110

Training Dates	Venue	Mode	Session
Mar 7 - 10	Nabua	FTF	Day
Aug 1 - 4	Nabua	FTF	Day
May 16-19	Nabua	FTF	Day
June 27-30	Nabua	FTF	Day
Oct 3-6	Nabua	FTF	Day

## T-Shirt Making (FAD 0004)

### Competencies addressed:

The following topics will be discussed:

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

**Target Group:** This programme is designed for students with no or very little knowledge of sewing t-shirts using standard pattern blocks.

**Fee:** \$88

Training Dates	Venue	Mode	Session
Mar 14 - 17	Nabua	FTF	Day
Aug 1 - 4	Nabua	FTF	Day

## Dress Making (FAD 0005)

### Competencies addressed:

The following topics will be discussed:

- Dress pattern block
- Production process
- Fabric cutting



- Zip attaching
- Quality checking

**Target Group:** This programme is designed for students with no or very little knowledge of the Industrial Single Needle Lockstitch and Overlock Machines who intend to work as machinists in the garment industry.

**Fee:** \$88

Training Dates	Venue	Mode	Session
Mar 21 - 24	Nabua	FTF	Day
Aug 15 - 18	Nabua	FTF	Day

## BEST-Sewing Techniques (FAD 0006)

### Competencies addressed:

The following topics will be discussed:

- Machine speed control
- Quality Checking
- Machine threading and filling bobbin
- Stitching and controlling the fabric while stitching
- Zip attaching
- Pocket attaching
- Shoulder yoke

**Target Group:** This course is suitable for beginners or those who have completed the Sewing Machinist course.

**Fee:** \$77

Training Dates	Venue	Mode	Session
Mar 28 -31	Nabua	FTF	Day
Aug 22 - 25	Nabua	FTF	Day

## Ladies Trouser Making (FAD 0007)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$110

Training Dates	Venue	Mode	Session
Apr 4 - 7	Nabua	FTF	Day
Sep 5 -8	Nabua	FTF	Day

## Pattern Making (FAD 0008)

### Competencies Addressed:

On successful completion of this course, participants will be able to:

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

**Target Group:** This programme is designed for machinists with no or significantly less knowledge and finding difficulties with the proper way of taking measurements and making the pattern blocks.

**Fee:** \$110

Training Dates	Venue	Mode	Session
Apr 11 - 14	Nabua	FTF/Blended	Day
Sep 12 - 15	Nabua	FTF/Blended	Day

## Business Long Sleeve Shirt Making (FAD 0009)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$110

Training Dates	Venue	Mode	Session
Apr 18 - 21	Nabua	FTF	Day
Sept 19 - 22	Nabua	FTF	Day

## Evening Gown wear (FAD 0010)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$110

Training Dates	Venue	Mode	Session
Apr 25 - 28	Nabua	FTF	Day
Sep 26 - 29	Nabua	FTF	Day

## BEST-Princess Line Dress Making (FAD 0011)

### Competencies addressed:

The following topics will be discussed:

- Princess Line dress pattern block
- Production process
- Fabric cutting
- Zip attaching
- Quality checking

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

**Fee:** \$77

Training Dates	Venue	Mode	Session
May 2 - 5	Nabua	FTF	Day
Oct 3 - 6	Nabua	FTF	Day

## BEST-Evening Wear Dress Making (FAD 0013)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$77

Training Dates	Venue	Mode	Session
May 9 - 12	Nabua	FTF	Day
Oct 10 -13	Nabua	FTF	Day

## Bula Wear (FAD 0014)

### Competencies Addressed:

The following topics will be discussed:

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

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

**Fee:** \$110

Training Dates	Venue	Mode	Session
May 16 - 19	Nabua	FTF	Day
Oct 17 - 20	Nabua	FTF	Day

## Wedding Gown (FAD 0016)

### Competencies addressed:

The following topics will be discussed:

- Wedding gown pattern block and design
- Fabric Laying and Cutting
- Production Process
- Zip attaching
- Quality Checking

**Target Group:** This programme is designed for fashion designers, Machinists, Tailor who want to start a career in the bridal wear industry or learn to make wedding gowns.

**Fee:** \$110

Training Dates	Venue	Mode	Session
May 23 - 26	Nabua	FTF	Day
Oct 24 - 27	Nabua	FTF	Day

## Machine Maintenance and Safety (FAD 0017)

### Competencies addressed:

The following topics will be discussed:

- Machine Care
- Stitch formation
- Machine threading
- Machine and sewing faults
- Thread stand adjustment
- Needle types, sizes, points

**Target Group:** This programme is designed for Machinists with no or very less knowledge of the complete garment, samplers, quality checkers, tailors and those sewing at home.

**Fee:** \$110

Training Dates	Venue	Mode	Session
Jun 6 - 9	Nabua	FTF	Day
Nov 7 - 10	Nabua	FTF	Day

# DEPARTMENT OF INFORMATION TECHNOLOGY

## Computers at Beginners Level (INT0001)

### Competencies addressed:

The following topics will be discussed:

#### Computer Fundamentals and Keyboarding Techniques

- Use Special-Purpose keys (e.g. Spacebar, Backspace, Shift) and keypads (e.g. numeric, function, and navigation), apply computer ergonomics relative to posture and keyboarding techniques
- Apply strategies for proofreading, Assess and improve typing speed and accuracy

#### Microsoft® Windows Foundation

- Apply Windows Desktop customization – desktop icons, Windows taskbar, customize your desktop, and set a screen saver
- Install and remove programs, create, use a desktop shortcut, apply file manipulation – create, rename, and delete a file, sort, restoring files and folders from the recycle bin, identify Viruses, Spyware and Cookies

#### Microsoft® Office Word Foundation

- Use Microsoft® Word, Open, Save and Close, apply font types, Size, Change Case, highlight, page Format, change page orientation, add, and remove Headers and Footers
- Insert, Navigate, Modify and Delete Tables, use Graphics, insert illustrations

#### Microsoft® Office Excel Foundation

- Use Excel 2019, Open, Save and Close Workbook, insert, modify, or delete worksheets, create formulas, Use Operators, relative and absolute cell referencing

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
Jan 4 - 14	Online	Online	Evening
Mar 21 - 25	Lautoka	FTF	Day
Apr 19 - 29	Online	Online	Evening
May 9 - 13	Suva	FTF	Day

Jul 11 - 15	Lautoka	Blended	Day
Sep 19 - 23	Online	Online	Day
Dec 12 - 16	Lautoka	Blended	Day

## Computers at Intermediate Level (INT0003)

### Competencies addressed:

The following topics will be discussed:

#### Microsoft® Windows – Intermediate

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

#### Microsoft® Office Word – Intermediate

- Use the Proofing and Printing feature, apply Paragraph Format, Edit and Reset Pictures
- Apply Headers and footers, Styles, text wrapping, Adding, Removing, Modifying Watermarks and apply table styles

#### Microsoft® Office Excel – Intermediate

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

#### Microsoft® Office PowerPoint – Foundation

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

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

**Fee:** \$314

Training Dates	Venue	Mode	Session
Jan 24 - 28	Online	Online	Day
Feb 7 - 18	Suva	Blended	Day
Feb 21 - Mar 4	Online	Online	Evening

Apr 4 - 14	Lautoka	Blended	Evening
May 16 - 27	Nadi	Blended	Evening
Sep 5 - 16	Online	Online	Evening
Sep 12 - 16	Lautoka	Blended	Day
Dec 19 - 23	Lautoka	Blended	Day

## Computers at Advanced Level (INT0005)

### Competencies addressed:

The following topics will be discussed:

#### Microsoft® Office Word - Advanced

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

#### Microsoft® Office Excel - Advanced

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

#### Microsoft® Office PowerPoint – Intermediate

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

#### Internet and Email

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

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

**Fee:** \$385



Training Dates	Venue	Mode	Session
Mar 1 - 11	Suva	Blended	Day
Mar 21 - Apr 1	Nadi	FTF	Evening
Apr 25 - May 3	Lautoka	Blended	Evening
Jun 13 - 24	Nadi	Blended	Evening

## Essentials of Office Computing (INT0089)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$550

Training Dates	Venue	Mode	Session
Feb 1 - 25	Online	Online	Day

## Microsoft® Office Excel - Foundation (INT0012)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$99

Training Dates	Venue	Mode	Session
Jan 28	Online	Online	Day
Feb 18	Suva	FTF	Day
Mar 30 - 31	Online	Online	Day
May 19 - 20	Online	Online	Evening
Aug 11	Suva	FTF	Day
Aug 24 - 25	Online	Online	Day
Sep 22 - 23	Lautoka	FTF	Day

## Microsoft® Office Excel - Intermediate (INT0015)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$160

Training Dates	Venue	Mode	Session
Feb 15 - 16	Lautoka	Blended	Day
Feb 24 - 25	Nadi	Blended	Evening
Mar 2 - 3	Lautoka	FTF	Day
Mar 24 - 25	Suva	FTF	Day
Apr 27 - 28	Online	Online	Day
Jul 6 - 7	Lautoka	Blended	Day

Jul 18 - 21	Online	Online	Evening
Oct 12 - 13	Lautoka	FTF	Day
Oct 27 - 28	Suva	FTF	Day

## Microsoft® Office Excel – Advanced (INT0022)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$160

Training Dates	Venue	Mode	Session
Mar 24 - 25	Nadi	Blended	Evening
Apr 28 - 29	Suva	FTF	Day
May 2 - 3	Lautoka	FTF	Day
May 25 - 26	Online	Online	Day
Jun 8 - 9	Suva	Blended	Day
Jul 25 - 26	Lautoka	Blended	Day
Aug 25 - 26	Online	Online	Day
Nov 17 - 18	Suva	FTF	Day
Nov 24 - 25	Lautoka	Blended	Day

## Operate Microsoft Office Excel 365 - Intermediate (INTO094)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$160

Training Dates	Venue	Mode	Session
Jul 22 - 23	Suva	FTF	Day

## Interactive Excel Dashboard (INTO023)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$165

Training Dates	Venue	Mode	Session
Jan 24	Lautoka	Blended	Day
Jan 28	Online	Online	Evening
Mar 24 -25	Online	Online	Day
Jun 23	Lautoka	Blended	Day

Aug 4	Online	Online	Day
Sept 26 - 27	Suva	Blended	Day

## Data Analysis with Excel Pivot Tables (INT0028)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$165

Training Dates	Venue	Mode	Session
Aug 15 - 16	Suva	Blended	Day
Nov 1 - 2	Lautoka	FTF	Day

## Microsoft® Office Word - Foundation (INT0011)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$99

Training Dates	Venue	Mode	Session
Jul 4 - 5	Suva	Blended	Day
Aug 11	Suva	FTF	Day

## Microsoft® Office Word - Intermediate (INT0021)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$99

Training Dates	Venue	Mode	Session
Aug 1 - 2	Suva	Blended	Day

## Microsoft® Office Word – Advanced (INT0049)

### Competencies addressed:

The following topics will be discussed:

- Demonstrate creating Master Documents, Word template and modifying templates
- Demonstrate track document changes, accepting or rejecting change, hiding, Inserting and Editing comments
- Demonstrate creating and updating Table of Contents and Indexes, linking, and embedding data objects into a word document, insert Hyperlinks

- Demonstrate creating and protecting form fields, password protect form, use macros to change page set-up and assign Macros to a button on a toolbar
- Demonstrate setting Password and Edit Restrictions to a Word document and Add, Remove, and change captions
- Demonstrate Inserting, Editing and Removing footnotes \* endnotes and adding and deleting Bookmark and Cross-References

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

**Fee:** \$99

Training Dates	Venue	Mode	Session
Sep 12 - 13	Suva	Blended	Day
Nov 17 - 18	Suva	FTF	Day

## Microsoft® Office PowerPoint – Foundation (INT0020)

### Competencies addressed:

The following topics will be discussed:

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

**Target Group:** The primary audience for this training includes individuals of the cooperate sector such as project managers, designers, standard clients such as home users, students, and academics of all classes. Power point audiences are limitless and now because of the built-in video conferencing link power point can be used by large co-operate individuals for communication and long-distance presentations, the audience is limited to the imagination of the individual.

**Fee:** \$99

Training Dates	Venue	Mode	Session
Oct 3 - 4	Suva	Blended	Day

## Microsoft® Office PowerPoint - Intermediate (INT0029)

### Competencies addressed:

The following topics will be discussed:

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

**Target Group:** The target audience for this training will be individuals from cooperate sector, clients from colleges and training institutions. Possible participants will also include professionals from web design areas, in addition to graphic designers.

**Fee:** \$99

Training Dates	Venue	Mode	Session
Jul 25 - 27	Online	Online	Evening
Nov 7 - 8	Suva	Blended	Day

## Microsoft® Office PowerPoint – Advanced (INT0035)

### Competencies addressed:

The following topics will be discussed:

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

**Target Group:** The target audience for this training can be participants from the corporate sector, clients from colleges and training institutions or participants who have completed Microsoft® Office PowerPoint – Intermediate training.

**Fee:** \$99

Training Dates	Venue	Mode	Session
Dec 5 - 6	Suva	Blended	Day



## Exceptional PowerPoint Presentations (INT0026)

### Competencies addressed:

The following topics will be discussed:

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

**Target Group:** Participants will gain most out of this course if the goal is to become proficient in using Microsoft® PowerPoint 2016.

**Fee:** \$220

Training Dates	Venue	Mode	Session
Apr 20 - 21	Suva	Blended	Day
Aug 18 - 19	Online	Online	Evening
Sep 28 - 29	Suva	Blended	Day

## Microsoft® Office Outlook (INT0024)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$160

Training Dates	Venue	Mode	Session
Jun 16 - 17	Suva	FTF	Day

Aug 4 - 5	Nadi	FTF	Evening
Nov 7 - 11	Online	Online	Evening

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

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$385

Training Dates	Venue	Mode	Session
Feb 7 - 11	Lautoka	FTF	Day
May 9 - 13	Lautoka	FTF	Day
Jun 20 - 30	Suva	Blended	Day
Oct 11 - 28	Nadi	FTF	Evening

## IT Security Awareness (INT0043)

### Competencies addressed:

The following topics will be discussed:

- Describe Information security and its importance.
- Identify evolving IT threats.
- Identify common Information security threats
- Review safe and secure user practices.
- Identify countermeasures to IT Threats
- Review safe computing practices and plans to overcome IT disasters to happen.

**Target Group:** This course is designed for school students as well as industries that work with computers on a daily basis. It also targets ICT managers and other members of senior management in any organisation where computers and other forms of technology is used.

**Fee:** \$198

Training Dates	Venue	Mode	Session
May 5 - 6	Online	Online	Evening
Jun 27 - 30	Online	Online	Evening
Oct 6 - 7	Online	Online	Evening

## Fundamentals of IT Cloud Based Services (INTO025)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$198

Training Dates	Venue	Mode	Session
Sep 15 - 16	Nadi	Blended	Evening

## Helpdesk Support Skills (INTO045)

### Competencies addressed:

The following topics will be discussed:

- Explain ICT user policy, services, processes, and functions to end-users
- Apply basic telephone, email, social media, and personal etiquette for helpdesk management, develop helpdesk support forms, collect, and use information for helpdesk purposes
- Demonstrate the ability to translate business requirements to technical needs by applying common technical knowledge for addressing, escalating, and closing helpdesk queries

- Apply a working knowledge of service level agreements
- Manage service operations including help desk, event, incident, access, and problem management
- Measure performances and predict trends for current and future helpdesk issues

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
Mar 8 - 10	Suva	Blended	Day
Jul 5 - 7	Suva	Blended	Day
Oct 17 - 21	Lautoka	FTF	Day

## Computing Skills for Academics (INT0040)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$385

Training Dates	Venue	Mode	Session
Jan 25 - 27	Suva	Blended	Day
Jul 4 - 8	Nadi	Blended	Evening
Nov 7 - 11	Nadi	Blended	Evening
Nov 22 - 24	Suva	Blended	Day

## Computing Skills for Medical Professionals (INTO044)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$550

Training Dates	Venue	Mode	Session
Jan 10 - 14	Suva	Blended	Day/Evening

## Digital Literacy for Farming and Agriculture (INTO111)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$250

Training Dates	Venue	Mode	Session
Feb 9 - 11	Suva	Blended	Day
Mar 24 - 25	Online	Online	Evening
Dec 1 - 2	Online	Online	Evening

## Disaster Recover and Business Continuity Planning (INTO117)

### Competencies addressed:

The following topics will be discussed:

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

**Target Group:** This course aims to prepare organisations with a robust full proof plan to protect all important ICT infrastructure. Business continuity plans ensure the operations and services of the organisation returns to full functionality after a disaster. This course offers conceptual and practical knowledge of creating the appropriate policies and plans to ensure ICT managers are prepared to handle

any disaster. Sound knowledge of DR-BCP will help an ICT Manager rebuild the ICT infrastructure and continue operations and services despite the worst of circumstances.

**Fee:** \$350

Training Dates	Venue	Mode	Session
Feb 23 -25	Online	Online	Evening
Jun 1 - 2	Suva	Blended	Day
Oct 12 - 14	Online	Online	Evening
Nov 21 - 25	Online	Online	Evening

## Green Information and Communication Technology (INT0007)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$385

Training Dates	Venue	Mode	Session
Mar 17 - 18	Nadi	Blended	Evening
Jul 28 - 29	Online	Online	Evening
Aug 30 - 31	Suva	Blended	Day

Sep 29 - 30	Online	Online	Evening
Dec 6 - 7	Suva	Blended	Day

## Microsoft Project for Managers (INT0034)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$330

Training Dates	Venue	Mode	Session
Apr 5 - 6	Suva	Blended	Day
Jun 6 - 9	Online	Online	Evening
Jun 13 - 17	Lautoka	FTF	Day
Aug 17 - 18	Online	Online	Day
Oct 5 - 6	Suva	Blended	Day
Nov 10 - 11	Online	Online	Day

## Embracing Industry 4.0 with ICT Tools and Techniques (INT0018)

### Competencies addressed:

The following topics will be discussed:

- Explain the fundamental principles of Industry 4.0
- Ascertain the advantage, implications, and challenges of Industry 4.0



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

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

**Fee:** \$330

Training Dates	Venue	Mode	Session
Feb 17 - 18	Online	Online	Evening
May 12 - 13	Suva	Blended	Day
Sep 14 - 15	Suva	Blended	Day
Oct 20 - 21	Online	Online	Evening

## Designing Blueprints and Schemas using Microsoft Visio (INT0016)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$198

Training Dates	Venue	Mode	Session
Jun 22 - 23	Nadi	FTF	Evening
Jul 27 - 28	Suva	Blended	Day
Oct 26 - 27	Suva	Blended	Day

## Microsoft Office Visio 2019 (INT0054)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$160

Training Dates	Venue	Mode	Session
May 16 - 17	Suva	Blended	Day
Dec 12 - 13	Suva	Blended	Day

## Computerized Accounting - MYOB (INT0027)

### Competencies addressed:

The following topics will be discussed:

- Create Card Files for Customer and Suppliers, Opening Balances, inventory, opening stock and adjustment of damaged stock, orders, bills, change orders to bills, apply returns and supplier payments and handle discount.
- Record delivery of goods on backorder, record the return of items and receipt of a refund cheque, orders, invoices, change orders to invoice, apply returns and customer payments

- Settle returns, view ageing methods for overpayments, enter a refund cheque, view ageing methods, apply payments from cheque butts, use a recurring payment, check accuracy using Bank Register
- Perform Reconciliation to bank A/C, enter account keeping Fee and interest received, create journal entries for capital expenditure, depreciation, loans and recording dishonoured cheques
- Generate financial reports, analysis reports, variance reports and other summary and detail report

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

**Fee:** \$825

Training Dates	Venue	Mode	Session
Mar 14- 25	Lautoka	FTF	Evening
May 16- Jun 10	Online	Online	Evening
Jul 25- Aug 19	Online	Online	Day
Aug 8- Sep 2	Nadi	Blended	Evening

## Fundamentals of Video Editing (INT0039)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
Feb 10 - 11	Nadi	FTF	Evening
Jul 18 - 19	Suva	Blended	Day

Nov 14 - 15	Suva	Blended	Day
Dec 7 - 8	Lautoka	FTF	Day

## Fundamentals of Graphics Design (INT0002)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$605

Training Dates	Venue	Mode	Session
Jan 10 - 20	Suva	FTF	Day
Jan 10 - 28	Lautoka	FTF	Evening
Apr 4 - 22	Nadi	FTF	Evening
Apr 25 - May 13	Suva	FTF	Evening
May 2 - 20	Lautoka	FTF	Evening
Jul 4 - 8	Lautoka	Blended	Day
Sep 5 - 23	Suva	FTF	Evening
Oct 3 - 7	Lautoka	Blended	Day

## Advanced Graphic Design (INT0051)

### Competencies addressed:

The following topics will be discussed:

- Use masks and channels
- Illustrate skills to retouch and repair torn and faded images

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

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

**Fee:** \$715

Training Dates	Venue	Mode	Session
Feb 7 - 25	Lautoka	FTF	Evening
Jun 6 - 24	Nadi	FTF	Evening
Jul 4 - 22	Suva	FTF	Evening
Oct 11 - 28	Lautoka	Blended	Evening
Dec 1 - 21	Suva	FTF	Evening

## CompTIA IT Fundamentals Training

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$550

Training Dates	Venue	Mode	Session
Jan 17 - Feb 28	Online	Online	Evening

## CompTIA A+ Training (INT0014)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$1100

Training Dates	Venue	Mode	Session
Feb 14 - Mar 31	Online	Online	Evening

## CompTIA Cloud Essentials+ Training (INT0048)

### Competencies addressed:

The following topics will be discussed:

- Explain cloud principles, identify cloud networking concepts and storage techniques, and understand cloud design aspects.
- Identify and employ appropriate cloud assessments like feasibility studies, benchmarking, or gap analysis, highlight key business aspects of cloud vendor relation adoption, and comprehend cloud migration approaches.
- Explain aspects of operating within the cloud, such as data management or optimization and understand the role of DevOps in cloud environments, like API integration or provisioning.

- Understand risk management and response concepts related to cloud services and identify the importance and impacts of compliance in the cloud, such as regulatory concerns or international standards.

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

**Fee:** \$880

Training Dates	Venue	Mode	Session
Mar 14 - Apr 15	Online	Online	Evening

## CompTIA Network+ Training (INT0033)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$1100

Training Dates	Venue	Mode	Session
May 23 - Jun 30	Online	Online	Evening

## CompTIA Linux+ Training (INT0113)

### Competencies addressed:

The following topics will be discussed:

- Configure kernel modules, network parameters, storage, cloud, and virtualization technologies
- Manage software and services, and explain server roles, job scheduling, and the use and operation of Linux devices

- Understand best practices for permissions and authentication, firewalls, and file management.
- Analyze system properties and processes and troubleshoot user, application, and hardware issues
- Execute basic BASH scripts, version control using Git, and orchestration processes

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

**Fee:** \$1100

Training Dates	Venue	Mode	Session
Jul 25 - Aug 31	Online	Online	Evening

## CompTIA Server+ Training (INT0041)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$1100

Training Dates	Venue	Mode	Session
Sep 1 - Oct 14	Online	Online	Evening



## CompTIA Security+ Training (INTO112)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$1100

Training Dates	Venue	Mode	Session
Oct 17 - Nov 30	Online	Online	Evening

## Wireless Networking for SOHO (Small Office/Home Office) (INTO032)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$198

Training Dates	Venue	Mode	Session
Mar 8 - 11	Lautoka	FTF	Day
May 16 - 20	Online	Online	Evening
Jul 7 - 8	Nadi	FTF	Day
Aug 8 - 11	Lautoka	FTF	Day
Dec 8 - 9	Online	Online	Day

## Introduction to Internet of Things (INTO086)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$180

Training Dates	Venue	Mode	Session
Apr 6 - 7	Online	Online	Evening
Jun 9 - 10	Online	Online	Day
Oct 27 - 28	Online	Online	Day
Nov 17 - 18	Nadi	Blended	Evening
Dec 8 - 9	Online	Online	Day

## Business Analytics using Power BI (INTO109)

### Competencies addressed:

The following topics will be discussed:

- Understand the flow of using Power BI, importing, and connecting data sources.

- Learn about the various types of visualizations possible in Power BI.
- Create a dynamic and effective business solution with Excel and Power BI.

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

**Fee:** \$250

Training Dates	Venue	Mode	Session
Mar 9 - 11	Nadi	Blended	Evening
Jun 29 - 30	Suva	Blended	Day
Sep 14 - 16	Nadi	Blended	Evening
Dec 1 - 2	Suva	Blended	Day

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

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$250

Training Dates	Venue	Mode	Session
Feb 15 - 17	Suva	Blended	Day
May 11 - 13	Online	Online	Evening
May 24 - 26	Suva	Blended	Day
Aug 2 - 4	Suva	Blended	Day
Sep 28 - 30	Online	Online	Evening
Nov 2 - 3	Suva	Blended	Day

## ISO/IEC 27001 - Information Security Management Systems (TBA)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$250

Training Dates	Venue	Mode	Session
May 25 - 27	Online	Online	Evening
Oct 26 - 28	Online	Online	Evening

## Deploying Web Applications using Django and Python (TBA)

### Competencies addressed:

The following topics will be discussed:

- Design and Create database with Django using CRUD model for dynamic website
- Build a Django website from start to finish incorporating latest web standards
- Create user registration and authentication system with functional projects
- Add and render profiles with user application framework

**Target Group:** This course is designed for participants who have little or no prior experience with web design and wish to further pursue their knowledge in dynamic web design application.

**Fee:** \$850

Training Dates	Venue	Mode	Session
Sep 5 - 30	Lautoka	Blended	Evening

## Web Development using WordPress (INT0036)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$495

Training Dates	Venue	Mode	Session
Apr 4 - 19	Lautoka	FTF	Evening
Jun 6 - 17	Online	Online	Evening
Jul 18 - 29	Nadi	Blended	Evening
Dec 19 - 23	Online	Online	Evening

## IP Addressing and Subnetting (INT0004)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
Jan 25 - 26	Lautoka	FTF	Day
Jan 27 - 28	Suva	FTF	Day
Apr 21 - 22	Suva	FTF	Day
May 5 - 6	Nadi	FTF	Day
May 12 - 13	Lautoka	FTF	Day
Jun 1 - 2	Lautoka	FTF	Day
Aug 18 - 19	Lautoka	FTF	Day
Oct 3 - 4	Lautoka	FTF	Day
Nov 24 - 25	Nadi	FTF	Evening

## Fundamentals of Switching and Routing (INT0010)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$605

Training Dates	Venue	Mode	Session
Mar 7 - 14	Lautoka	FTF	Evening
Mar 14 - 25	Suva	Blended	Day
Apr 28 - May 4	Suva	FTF	Day
Jun 13 - 17	Suva	Blended	Day
Aug 8 - 15	Suva	Blended	Day
Dec 1 - 7	Suva	FTF	Day

## Fundamentals of Virtualization (INT0046)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$495

Training Dates	Venue	Mode	Session
Mar 7 - 18	Suva	Blended	Evening
Apr 4 - 8	Lautoka	FTF	Day
Jun 6 - 17	Online	Online	Evening
Aug 11 - 12	Nadi	FTF	Evening
Sep 12 - 16	Lautoka	FTF	Day
Nov 17 - 21	Lautoka	FTF	Day

## Data Analysis and Data Visualization with Python (INT0110)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$245

Training Dates	Venue	Mode	Session
Apr 19 - 22	Suva	Blended	Day

Jul 13 - 15	Nadi	FTF	Evening
Oct 17 - 20	Suva	Blended	Day
Nov 9 - 11	Nadi	FTF	Evening

## Fundamentals of Linux Operating Systems (INT0105)

### Competencies addressed:

The following topics will be discussed:

- Demonstrate their ability to perform system configuration on Linux graphical user interface
- Explain what a shell is demonstrate competence in using it
- Demonstrate ability to manage Files in Linux
- Demonstrate the ability to create and edit Files
- Demonstrate the ability to create a user account and Groups
- Demonstrate ability to use basic tools and techniques to manage network settings from the command line

**Target Group:** This course is designed for participants who have little or no prior experience with Linux or Unix and wish to pursue their knowledge in Linux.

**Fee:** \$350

Training Dates	Venue	Mode	Session
Jan 24 - 31	Suva	Blended	Evening
Apr 11 - 19	Suva	Blended	Day
Aug 22 - 26	Lautoka	FTF	Day
Sep 12 - 16	Suva	Blended	Day

## Linux Administration I (INT0106)

### Competencies addressed:

The following topics will be discussed:

- Demonstrate Managing Files from command line
- Use help utility provided in CentOS
- Demonstrate the ability to Create, View and Edit Text Files
- Apply skills in Managing local users and Groups
- Demonstrate Controlling Access to Files
- Demonstrate the ability to Manage Linux Process
- Demonstrate the ability to Install and update software packages



**Target Group:** This course is for IT, system and network administrators who are interested in or responsible for:

- Configuring installing and maintaining Linux systems
- Providing Operational Support
- Performing core system administration task on CentOS

**Fee:** \$446

Training Dates	Venue	Mode	Session
Feb 14 - 25	Suva	Blended	Day
May 16 - 27	Suva	Blended	Day
Oct 17 - 28	Suva	Blended	Day

## Linux Administration II (INT0107)

**Competencies addressed:**

The following topics will be discussed:

- Demonstrate Managing Files from the command line
- Use help utility provided in CentOS
- Demonstrate the ability to Create, View and Edit Text Files
- Apply skills in Managing local users and Groups
- Demonstrate Controlling Access to Files
- Demonstrate the ability to Manage Linux Process
- Demonstrate the ability to Install and update software packages

**Target Group:** This course is for students who have completed Linux Administration I

**Fee:** \$446

Training Dates	Venue	Mode	Session
Jul 11 - 22	Suva	Blended	Day
Nov 14 - 25	Suva	Blended	Day

## Software Installation for Beginners (INT0008)

**Competencies addressed:**

The following topics will be discussed:

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

- Apply troubleshooting on software installation issues

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

**Fee:** \$198

Training Dates	Venue	Mode	Session
Apr 5 - 8	Nadi	Blended	Evening
Jun 15 - 16	Online	Online	Evening
Aug 25 - 26	Nadi	Blended	Evening

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### Design and Develop Databases (INT0006)

**Competencies addressed:**

The following topics will be discussed:

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

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

**Fee:** \$495

Training Dates	Venue	Mode	Session
Feb 10 - 11	Suva	FTF	Day
Apr 28 - 29	Nadi	FTF	Day

### Windows Server Administration (INT0017)

**Competencies addressed:**

The following topics will be discussed:

- Identify the concepts behind a server based on Microsoft® windows.
- Demonstrate installation process for server OS and client OS.

- Identify storage methods for server.
- Identify server roles.
- Demonstrate knowledge in setting up active Directory.
- Use group policy on user accounts
- Demonstrate Post installation issues in server

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

**Fee:** \$495

Training Dates	Venue	Mode	Session
Feb 1 - 7	Lautoka	Blended	Evening
Feb 7 - 16	Online	Online	Evening
Feb 14 - 22	Suva	FTF	Evening
Jul 11 - 15	Lautoka	FTF	Day
Sep 12 - 16	Lautoka	Blended	Day
Sep 12 - 20	Suva	Blended	Evening
Nov 14 - 18	Online	Online	Evening
Dec 12 - 16	Lautoka	FTF	Day

## Ethical Hacking for Beginners (INT0108)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$250

Training Dates	Venue	Mode	Session
Mar 16 - 18	Nadi	FTF	Day
Nov 23 - 25	Nadi	FTF	Day
Dec 13 - 15	Online	Online	Day

## Demonstrate Technical and Networking Skills in ICT

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

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

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

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

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

**Fee:** \$1800

Training Dates	Venue	Mode	Session
TBA	TBA	TBA	TBA

## Analyse Productivity and Sustainability in Organisational ICT Practices (INTO118)

### Competencies addressed:

The following topics will be discussed:

- Design WHS, environmental sustainability and anti-discrimination

policies in an ICT workplace.

- Demonstrate best practices for safety, environmental impacts, communication, and professionalism in the ICT Industry.

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

**Fee:** \$300

Training Dates	Venue	Mode	Session
TBA	TBA	TBA	TBA

## Perform ICT System Administration (INTO119)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$300

Training Dates	Venue	Mode	Session
TBA	TBA	TBA	TBA

## Perform ICT Network Administration (O120)

### Competencies addressed:

The following topics will be discussed:

- Analyse networking concepts, devices, cables and storage technologies to maintain functional ICT networks.
- Demonstrate skills to configure switches and routers by segmenting network traffic to provide resilient IT Networks.

- Distinguish network security, standards, and protocols in the ICT Industry.
- Apply appropriate troubleshoot methodologies to resolve issues in the ICT Connectivity and Network Performance.

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

**Fee:** \$300

Training Dates	Venue	Mode	Session
TBA	TBA	TBA	TBA

## Demonstrate Administration of Computer Servers (INTO121)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$300

Training Dates	Venue	Mode	Session
TBA	TBA	TBA	TBA

## Design Strategies for Robust Cyber Security (INTO122)

### Competencies addressed:

The following topics will be discussed:

- Distinguish and protect against security threats and vulnerabilities in a

critical ICT Infrastructure.

- Apply effective methodologies for Security Architecture.
- Appraise incident response plan for ICT Platform.
- Criticise and update disaster recovery and contingency plans in the IT technical documentation.

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

**Fee:** \$300

Training Dates	Venue	Mode	Session
TBA	TBA	TBA	TBA

## Cloud Computing through Virtualization Technologies (INTO123)

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$300

Training Dates	Venue	Mode	Session
TBA	TBA	TBA	TBA

# DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

## Industrial Automation Training Programme

### Computer Fundamentals and Applications (DTTIA304)

#### Competencies addressed:

- Fundamental knowledge of computers and their operation.
- Creating a Word document.
- Inserting page numbers, headers, and footers in an MS Word 2016 document
- Creating spreadsheets and using basic Excel mathematical functions.
- Creating graphs and charts using MS Excel 2016
- Using Excel tables to manage information
- Creating a PowerPoint 2016 presentation
- Inserting photos into Power Point

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automation trade, which may include; electronic and electrical trade technicians, electronics and electrical trade assistants, unskilled workers and those who are involved in other non-electrical professions wishing to undertake training in computer fundamentals and its applications.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Jan 31 – Feb 8	Narere	Blended	Day

### Workplace and Electrical Safety (DTTIA301)

#### Competencies addressed:

- Areas covered by the OHS Act of Fiji
- Various categories of signage used in industry
- Hazard Identification and Risk Assessment methods
- General safety practices in the workplace
- Safe use of electrical tools and test equipment
- Isolation and testing low voltage circuits
- The hazardous nature of electricity

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automation trade, which may include electronic and Electrical trade technicians, electronics and electrical trade



assistants, unskilled workers and those who are involved in other non-electrical professions wishing to undertake training in Electrical Safety.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Feb 14 -22	Narere	Blended	Day

## Workshop Craft Practice (DTTIA302)

### Competencies addressed:

- Electrical Engineering workshop hand and power tools handling safety, care and applications
- Other basic engineering workshop tools and equipment handling safety, care and application
- Correct selection, storage and usage of marking-out equipment and materials.
- Common engineering workshop fixed machine tools handling safety, care and applications
- Basic knowledge and skills in technical techniques of measuring, cutting, welding, soldering, brazing, folding, drilling and riveting

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automation trade, which may include; electronic and electrical trade technicians, electronics and electrical trade assistants, unskilled workers and those who are involved in other non-electrical professions wishing to undertake training in workshop craft practices.

**Fee:** \$330

Training Dates	Venue	Mode	Session
Feb 28 – Mar 11	Narere	Blended	Day

## Trade Calculations Fundamentals (DTTIA305)

### Competencies addressed:

- Number notations used in engineering calculations
- Basic units of engineering quantity measures.
- Basic concepts of geometry.
- Different shapes and figures of plane geometry.
- Basics of solid geometric figures.
- Basic laws of algebra and applications
- Practical applications of the calculation in terms of determining the values of electrical quantities in an electrical circuit

**Target Group:** This course is for those participants from industry who require formal training or skills upgrade in the automation trade, which may include; electronic and electrical trade technicians, electronics and electrical trade assistants, unskilled workers and those who are involved in other non-electrical professions wishing to undertake training in trade calculations.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Mar 16 - 24	Narere	Blended	Day

## Power Electronics (DTTIA406)

**Competencies addressed:**

- Resistor and Semiconductor
- Electronic measuring equipment's
- Diodes and rectifier
- Special diodes
- Transistors and their application
- SCRs in AC and DC circuits

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automation trade, which may include: electronic and Electrical trade technicians,

- Electronics and Electrical trade assistants,
- Unskilled workers and
- Those who are involved in other non-electrical professions wishing to undertake training in trade power electronics

**Fee:** \$308

Training Dates	Venue	Mode	Session
Mar 29 – Apr 7	Narere	Blended	Day

## Workplace Communication and Ethics (DTTIA303)

**Competencies addressed:**

- Receiving and conveying information
- Face-to-face and telephone communication
- Interpretation of workplace signage.
- Application of workplace signage.
- On-site meeting processes
- Work ethics in the workplace
- Working with others
- Code of conduct.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automation trade, which may include:

- Electronic and Electrical trade technicians,
- Electronics and Electrical trade assistants,
- Unskilled workers and
- Those who are involved in other non-electrical professions wishing to undertake training in effective workplace communication and work ethics.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Apr 12 - 22	Narere	Blended	Day

## Electrical Principles (DTTIA407)

**Competencies addressed:**

- The nature of sinusoidal alternating
- Introductory ac and DC principles
- Have short sentences
- Knowledge of fundamental electrical concept
- Calculate current voltage resistance and power in simple electric circuits using ohms law and Kirchhoff's law
- The knowledge of practical linear and non-linear resistors
- Resistive voltage divider concepts
- The various methods of production of E.M.F
- The knowledge of the principles of magnetism

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automation trade, which may include; electronic and electrical trade technicians, electronics and electrical trade assistants, unskilled workers and those who are involved in other non-electrical professions wishing to undertake training in electrical principals.

**Fee:** \$308

Training Dates	Venue	Mode	Session
Apr 27 – May 10	Narere	Blended	Day

## Analogue Electronics (DTTIA408)

**Competencies addressed:**

- Bipolar and enhancement mode field-effect transistors and their uses in DC switching circuits

- Operational amplifiers and their operations
- Semiconductor diodes and their applications
- DC POWER supplies and electronic regulators
- Oscillator filters and feedback circuits

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automation trade, which may include; electronic and electrical trade technicians, electronics and electrical trade assistants, unskilled workers and those who are involved in other non-electrical professions wishing to undertake training.

**Fee:** \$264

Training Dates	Venue	Mode	Session
May 16 - 25	Narere	Blended	Day

## Digital Electronics (DTTIA409)

### Competencies addressed:

- Bipolar and enhancement mode field effect transistor and their use in DC switching circuits
- Operational amplifiers and their applications
- Semiconductor diodes and their applications
- DC power supplies and electronic regulators

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automation trade, which may include; electronic and electrical trade technicians, electronics and electrical trade assistants, unskilled workers and those who are involved in other non-electrical professions wishing to undertake training.

**Fee:** \$253

Training Dates	Venue	Mode	Session
May 30 – Jun 8	Narere	Blended	Day

## Pneumatic Power Systems (DTTIA410)

### Competencies addressed:

- Knowledge of pneumatic air service equipment
- Pneumatic circuit symbol
- Knowledge of pneumatic control valves and actuators
- Knowledge of pneumatic or electro-pneumatic parts and functions

- Knowledge of pneumatic logics and circuitries
- Draw and interpret diagrams using ISO standard symbols

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automation trade, which may include; electronic and electrical trade technicians, electronics and electrical trade assistants, unskilled workers and those who are involved in other non-electrical professions wishing to undertake training.

**Fee:** \$308

Training Dates	Venue	Mode	Session
Jun 13 – 22	Narere	Blended	Day

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## Process Control Instrumentation I (DTTIA412)

**Competencies addressed:**

- Fundamental knowledge of process control valves
- Control valve sizing for liquid flow
- Valve actuators and valve positioners
- Temperature measurement theory and its devices
- Fundamental knowledge of strain gauges
- Weighing devices and machines

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automation trade, which may include; electronic and electrical trade technicians, electronics and electrical trade assistants, unskilled workers and those who are involved in other non-electrical professions wishing to undertake training.

**Fee:** \$308

Training Dates	Venue	Mode	Session
Jun 27 – Jul 8	Narere	Blended	Day

## Process Control Instrumentation II (DTTIA413)

**Competencies addressed:**

- Pressure measurement theory and devices
- Types of signal transmission used in the industries
- Types of process industry instrument calibration equipment's
- Level measurement theory and its devices

- Calibration set loops and adjustments
- Control loop drawings
- Types of manufacturing industries transduce and functions

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automation trade, which may include; electronic and electrical trade technicians, electronics and electrical trade assistants, unskilled workers, and those involved in other non-electrical professions wishing to undertake training.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Jul 13 -22	Narere	Blended	Day

## Process Control Instrumentation III (DTTIA414)

### Competencies addressed:

Instrument tubing pipework and fittings

- Requirements of differential pressure transmitters
- Interpret diagrams of industrial process measurement and control systems
- Calibration terms and standards

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automation trade, which may include; electronic and electrical trade technicians, electronics and electrical trade assistants, unskilled workers and those who are involved in other non-electrical professions wishing to undertake training.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Jul 27 – Aug 02	Narere	Blended	Day

## Electrical Schematic Drawing and Interpretation (DTTIA415)

### Competencies addressed:

- Demonstrate knowledge of the MS Visio 2016 and how to apply it to draw electrical schematic diagrams.
- Design and draw electrical floor plans as to industry standards.

- Design and draw an electrical schematic diagram using standard symbols.
- Demonstrate ability to draw single-phase and three-phase motor starters control wiring.
- Demonstrate the knowledge and skills of using the MS Visio package to draw electrical schematic drawings.
- Demonstrate the knowledge and skills of carrying out electrical wiring using the schematic diagram.
- Demonstrate the knowledge of how to interpret electrical schematic drawings when troubleshooting any electrical faults.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automation trade, which may include; electronic and electrical trade technicians, electronics and electrical trade assistants, unskilled workers and those who are involved in other non-electrical professions wishing to undertake training.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Aug 08 - 16	Narere	Blended	Day

## Introduction to Programmable Logic Controller (DTTIA516)

### Competencies addressed:

- Programmable logic controller hardware and its functions
- System associated with PLC
- PLC operating principles
- Writing and storing of PLC programmes
- Wiring and testing PLC
- Interpretation of schematic drawing to ladder logic
- Wiring up a PLC according to programme and application

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automation trade, which may include electronic and electrical trade technicians, electronics and electrical trade assistants, unskilled workers and Those who are involved in other non-electrical professions wishing to undertake basic training in PLC.

**Fee:** \$440

Training Dates	Venue	Mode	Session
Aug 22 to Sep 2	Narere	Blended	Day
Feb 21 – Mar 31	Narere	Blended	Evening

## Introduction to SCADA Configuration (DTTIA517)

### Competencies addressed:

- SCADA loading
- Creating a project
- Project editor and builder
- Environment of SCADA
- Managing a project
- Process Design
- Running a project according to request and application

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automation trade, which may include electronic and electrical trade technicians, electronics and electrical trade assistants, unskilled workers and those who are involved in other non-electrical professions wishing to undertake basic training in Introduction to SCADA configurations.

**Fee:** \$440

Training Dates	Venue	Mode	Session
Sep 8-21	Narere	Blended	Day
Apr 11 – May 23	Narere	Blended	Evening

## Advanced Programmable Logic Controllers (DTTIA518)

### Competencies addressed:

- Advanced programmable logic controller software concepts.
- Knowledge of systems associated with PLCs.
- Use another programming language to run the application
- Install and commission a PLC system for a given application.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automation trade, which may include electronic and electrical trade technicians, electronics and electrical trade assistants, unskilled workers and those who are involved in other non-electrical professions wishing to undertake training in Advanced PLC.



**Fee:** \$385

Training Dates	Venue	Mode	Session
Sep 26 to Oct 5	Narere	Blended	Day
May 30 – Jun 29	Narere	Blended	Evening

## Advanced SCADA Configuration (DTTIA519)

### Competencies addressed:

- Exploring SCADA system
- SCADA to PLC communication
- Applying industry application
- Installation and commissioning of a project
- Fault Exploring SCADA system

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automation trade, which may include electronic and Electrical trade technicians, electronics and electrical trade assistants, unskilled workers and those who are involved in other non-electrical professions wishing to undertake training in Advanced SCADA configuration

**Fault Fee:** \$385

Training Dates	Venue	Mode	Session
Oct 12-21	Narere	Blended	Day
Jul 4 – Aug 4	Narere	Blended	Evening

## Automation Project Design (DTTIA20)

### Competencies addressed:

- Plan a project and develop the scope of work
- Design the layout, wiring and schematic drawing of the project
- Acquire all the resources listed
- Develop and construct the project as per Plan
- Test and commission project

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automation trade, which may include electronic and electrical trade technicians, electronics and electrical trade assistants, unskilled workers and those who are involved in other non-electrical wishing to undertake training in designing automated projects.

**Fee:** \$385

Training Dates	Venue	Mode	Session
Oct 26 to Nov 4	Narere	Blended	Day

## ELECTRICAL ENGINEERING TRAINING PROGRAMME

### Computing Fundamentals and Applications ELE0007 (DTTEE304)

#### Competencies addressed:

- Fundamental knowledge of computers and their operation.
- Creating a Word document.
- Inserting page numbers, headers, and footers in an MS Word 2016 document
- Creating spreadsheets and using basic Excel mathematical functions.
- Creating graphs and charts using MS Excel 2016
- Using Excel tables to manage information
- Creating a PowerPoint 2016 presentation
- Inserting photos into PowerPoint

**Target Group:** The course is designed for the practising electricians, electrical and electronic technicians, electrical trade assistants, unskilled workers and those who are involved in other non-electrical professions wishing to undertake training in computer fundamentals and its applications.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Jan 31 – Feb 8	Narere/Naceva	Blended	Day
Mar 28 – Apr 5	Narere/Naceva	Blended	Day

### Workplace Communication and Ethics ELE0010 (DTTEE303)

#### Competencies addressed:

- Receiving and conveying information
- Face-to-face and telephone communication
- Interpretation of workplace signage.
- Application of workplace signage.
- On-site meeting processes
- Work ethics in the workplace
- Working with others
- Code of conduct.

**Target Group:** This course is designed for practising electricians, electrical and electronic technicians, electrical trade assistants, unskilled workers and those who are involved in other non-electrical professions wishing to undertake training in workplace communication and ethics.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Feb 10 - 18	Narere/Naceva	Blended	Day
Apr 11 - 21	Narere/Naceva	Blended	Day

## Workshop and Electrical Safety ELE0001 (DTTEE301)

### Competencies addressed:

The following sub-topics will be discussed:

- Areas covered by the OHS Act of Fiji.
- Various categories of signage used in industry
- Hazard Identification and Risk Assessment methods
- General safety practices in the workplace
- Safe use of electrical tools and test equipment
- Isolation and testing low voltage circuits
- The hazardous nature of electricity

**Target Group:** This course is designed for practising electricians, electrical and electronic technicians, electrical trade assistants, unskilled workers, and those involved in other non-electrical professions wishing to undertake training in electrical safety.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Feb 23 - Mar 3	Narere/Naceva	Blended	Day
Apr 27 - May 5	Narere/Naceva	Blended	Day

## Workshop Craft Practice ELE0002 (DTTEE302)

### Competencies addressed:

- Electrical Engineering workshop hand and power tools handling safety, care and applications
- Other basic engineering workshop tools and equipment handling safety, care and applications

- Correct selection, storage and usage of marking-out equipment and materials
- Common engineering workshop fixed machine tools handling safety, care and applications
- Basic knowledge and skills in technical techniques of measuring, cutting, welding, soldering, brazing, folding, drilling, riveting

**Target Group:** The course is designed for practising electricians, electrical and electronic technicians, electrical trade assistants, unskilled workers and those who are involved in other non-electrical professions wishing to undertake training in workshop tools and equipment safety and usage.

**Fee:** \$330

Training Dates	Venue	Mode	Session
Mar 8 – 21	Narere/Naceva	Blended	Day
May 11 – Jun 7	Narere/Naceva	Blended	Day

## Trade Calculations ELE0005 (DTTEE305)

**Competencies addressed:**

- Number notations used in engineering calculations
- Basic units of engineering quantity measures.
- Basic concepts of geometry.
- Different shapes and figures of plane geometry.
- Basics of solid geometric figures.
- Basic laws of algebra and applications
- Practical applications of the calculation in terms of determining the values of electrical quantities in an electrical circuit

**Target Group:** This course is designed for practising electricians, electrical and electronic technicians, electrical trade assistants, unskilled workers and those who are involved in other non-electrical professions wishing to undertake training in engineering trade calculations and its applications.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Mar 24 – Apr 01	Narere/Naceva	Blended	Day
Jun 13 -21	Narere/Naceva	Blended	Day

## Electrical Wireman's Module I ELE0003 (DTTEE406)

### Competencies addressed:

- Fundamentals of the atomic theory
- Resistors and their characteristics
- Series and parallel circuit calculations using Ohm's Law
- Magnetism and electromagnetism
- Capacitors and their characteristics
- Simple electrical diagrams
- Production of electromotive force (E.M.F)
- Selection and installation of flexible cords
- Maximum demand calculations for single phase installations
- Installation and testing of domestic house wiring
- Application of the ASNZS 3000: 2007 Wiring Rules

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the electrical trade, which may include electrical supervisors, practising electricians, electrical and electronic technicians, electrical trade assistants, unskilled workers and those who are involved in other non-electrical professions wishing to undertake training in DC electricity fundamentals and house wiring.

**Fee:** \$550

Training Dates	Venue	Mode	Session
Apr 6 – May 5	Narere/Naceva	Blended	Day
Jun 27 – Jul 22	Narere/Naceva	Blended	Day
Feb 7 – Apr 28	Narere/Naceva	Blended	Evening

## Electrical Schematic Drawing and Interpretation ELE0011 (DTTEE306)

### Competencies addressed:

- Demonstrate knowledge of the MS Visio 2016 and how to apply it to draw electrical schematic diagrams.
- Design and draw electrical floor plans as to industry standards.
- Design and draw an electrical schematic diagram using standard symbols.
- Demonstrate ability to draw single-phase and three-phase motor starters control wiring.
- Demonstrate the knowledge and skills of using the MS Visio package to draw electrical schematic drawings.
- Demonstrate the knowledge and skills of carrying out electrical wiring using the schematic diagram.

- Demonstrate the knowledge of how to interpret electrical schematic drawings when troubleshooting any electrical faults.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the electrical trade, which may include electrical supervisors, practising electricians, electrical and electronic technicians, electrical trade assistants, unskilled workers and Those who are involved in other non-electrical professions wishing to undertake training in the electrical schematic drawing.

**Fee:** \$198

Training Dates	Venue	Mode	Session
May 10 -18	Narere/Naceva	Blended	Day
Jul 28 – Aug 05	Narere/Naceva	Blended	Day

## Electrical Wireman's Module II ELE0008 (DTTEE407)

### Competencies addressed:

- The sine waves and AC values
- Single-phase alternating current theory
- Electrical accessories
- Single-phase AC motors
- Appliance servicing, troubleshooting and testing
- The wiring rule book and maximum demand of a domestic, commercial installation

**Target Group:** This course is designed for electrical supervisors, practising electricians, electrical and electronic technicians, electrical trade assistants, unskilled workers and those who are involved in other non-electrical professions wishing to undertake training in single-phase AC electricity fundamentals.

**Fee:** \$550

Training Dates	Venue	Mode	Session
May 23 – Jun 17	Narere/Naceva	Blended	Day
Aug 11 – Sep 08	Narere/Naceva	Blended	Day
May 23 – Aug 10	Narere/Naceva	Blended	Evening

## Electrical Wireman's Module III ELE0012 (DTTEE408)

### Competencies addressed:

The following topics will be discussed:

- Understand 3 phase alternating current theory
- Identifying the effect of resistors, inductors and capacitors on three-phase alternating current circuits
- Understand the effects of power factors and their correction in three-phase alternating current systems
- Understand how to calculate and determine capacitor size for power factor correction,
- Identify different types of three-phase motors and their applications
- Understand the different ways of connecting a three-phase motor
- Wire up and troubleshoot three-phase motor starter controls

**Target Group:** The course is designed for electrical supervisors, practising electricians, electrical and electronic technicians, electrical trade assistants, unskilled workers and those who are involved in other non-electrical professions wishing to undertake training in three-phase AC systems.

**Fee:** \$550

Training Dates	Venue	Mode	Session
Jun 23 –Jul 20	Narere/Naceva	Blended	Day
Sep 14 – Oct 13	Narere/Naceva	Blended	Day
Sep 1- Nov 28	Narere/Naceva	Blended	Evening

## Maintenance Planning Fundamentals ELE0014 (DTTEE410)

### Competencies addressed:

- Evolution of maintenance
- Work Management Systems.
- Maintenance of electrical equipment and associated circuits.
- Documentation of results for maintenance of electrical equipment.
- Maintenance procedures

**Fee:** \$198

**Target Group:** This course is designed for electrical supervisors, practising electricians, electrical and electronic technicians, electrical trade assistants, unskilled workers and those who are involved in other non-electrical professions wishing to undertake training in the planning and monitoring of electrical maintenance.

Training Dates	Venue	Mode	Session
Jul 25 – Aug 02	Narere/Naceva	Blended	Day
Oct 19 - 28	Narere/Naceva	Blended	Day

## Protection System and Devices ELE0015 (DTTEE511)

### Competencies addressed:

- Demonstrate knowledge of circuit protection terms and principles and circuit protection devices.
- Demonstrate knowledge of residual current devices (RCDs) and their characteristics.
- Select circuit protection devices for electrical applications.
- Demonstrate knowledge of the causes and effects of excess current in electrical circuits and how to protect against the excess current.
- Demonstrate knowledge of earthing of appliances and fittings.
- Demonstrate the knowledge of protective devices used in distribution systems

**Target Group:** This course is designed for electrical supervisors, practising electricians, electrical and electronic technicians, electrical trade assistants, unskilled workers and those who are involved in other non-electrical professions wishing to undertake training in the protection of electrical circuits and devices that are used in industry to safeguard personnel and equipment from highly destructive fault currents.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Aug 8 -16	Narere/Naceva	Blended	Day
Nov 3 - 11	Narere/Naceva	Blended	Day

## Solar PV Principles and Applications ELE0004 (DTTEE512)

### Competencies addressed:

- Identify stand-alone PV home system components and explain their functions
- Understand the characteristics of PV stand-alone home system components
- Install stand-alone PV components as per industry requirements.
- Demonstrate stand-alone PV home system wiring systems



- Perform system sizing calculations for components of a stand-alone PV home system
- Carry out maintenance tasks of individual components in a stand-alone PV home system.
- Demonstrate knowledge of common faults in stand-alone photovoltaic home systems and their remedial actions.

**Target Group:** The course is designed for electrical supervisors, practising electricians, electrical and electronic technicians, electrical trade assistants, unskilled workers and those who are involved in other non-electrical professions wishing to undertake training in solar installations.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Aug 22 -30	Narere/Naceva	Blended	Day
Nov 17 – 25	Narere/Naceva	Blended	Day

## Planning and Estimation of Electrical Installations ELE0017 (DTTEE513)

**Competencies addressed:**

- Demonstrate knowledge of electrical symbols and terminology
- Prepare drawings for an electrical installation
- Develop an electrical engineering project plan
- Implement, manage, and monitor an electrical engineering project based on the plan
- Evaluate an electrical engineering project plan outcome.

**Target Group:** This course is designed for electrical supervisors, practising electricians, electrical and electronic technicians, electrical trade assistants, unskilled workers and those who are involved in other non-electrical professions wishing to undertake training in planning and estimation of electrical installations.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Sep 5 -14	Narere/Naceva	Blended	Day
Dec 01 -9	Narere/Naceva	Blended	Day

## Electronics for Electricians ELE0018 (DTTEE419)

### Competencies addressed:

- Demonstrate knowledge and skills of using the oscilloscope and its controls
- Demonstrate knowledge of and application and testing of semiconductor devices and resistors like diodes, transistors, SCR, special diodes, LED's and photodiode
- Demonstrate knowledge of component rating and functions of heatsinks.
- Demonstrate knowledge of junction diodes and the construction, testing and application of single and three-phase rectifiers.
- Demonstrate knowledge of how the semiconductor devices as used in filters circuits, rectifier circuits, amplifier circuits, power converter and inverter circuits

**Target Group:** This course is designed for electrical supervisors, practising electricians, electrical and electronic technicians, electrical trade assistants, unskilled workers, and those involved in other non-electrical professions wishing to undertake training in power electronics devices suitable for electricians.

**Fee:** \$308

Training Dates	Venue	Mode	Session
Sep 19 -28	Narere/Naceva	Blended	Day

## Motor Starter and Control Technology ELE0016 (DTTEE516)

### Competencies addressed:

- Demonstrate knowledge of different motor types.
- Design, construct and test conventional motor starters,
- Demonstrate how to design and wire automatic sequential operation of motors and traditional reduced voltage starters for AC motors.
- Explain the operating principles of soft starters and a Variable Frequency Drive.
- Demonstrate how to install, wire up, programme and test given soft starter using the user manual.
- Explain the operation principles of variable frequency drives.
- Demonstrate how to read and interpret the VFD user manual,
- Demonstrate how to install, wire up, programme and test given VFD starter using the user manual.

**Target Group:** This course is designed for electrical supervisors, practising electricians, electrical and electronic technicians, electrical trade assistants, unskilled workers and those who are involved in other non-electrical professions wishing to undertake training in motor starters and controls.

**Fee:** \$308

Training Dates	Venue	Mode	Session
Oct 3 -14	Narere/Naceva	Blended	Day

## **Automation Technology Principles and Applications ELE0019 (DTTEE517)**

### **Competencies addressed:**

- Explain how industrial process control of field devices work,
- Identify and explain how different sensors work and their applications,
- Program a logic controller for control of motor starters and field processes.
- Explain the operation, characteristics and application of the following in automated circuit contactors control relays, timing relay, pressure switches, float, flow switch, sensors, limit switches, solenoid, motor-operated valves, temperature sensing devices, proximity detectors, and programmable logic controllers.

**Target Group:** This course is designed for electrical supervisors, practising electricians, electrical and electronic technicians, electrical trade assistants, unskilled workers and those who are involved in other non-electrical professions wishing to undertake training in process automation.

**Fee:** \$308

Training Dates	Venue	Mode	Session
Oct 19 -31	Narere/Naceva	Blended	Day

## **Motor Rewinding Module I ELE0009 (DTTEE514)**

### **Competencies addressed:**

- Dismantling of single-phase electric motors
- Stripping out of burnt windings
- Testing of coil windings
- Insulation Classes and their characteristics
- Recording of winding data
- Winding of replacement coils
- Inserting and connecting of new coils
- Re-assembling single-phase electric motors
- Testing of electric machines
- Impregnating of winding

**Target Group:** This course is designed for electrical supervisors, practising electricians, electrical and electronic technicians, electrical trade assistants, unskilled workers and those who are involved in other non-electrical professions wishing to undertake training in single phase motor rewinding.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Nov 3 - 11	Narere/Naceva	Blended	Day

### Motor Rewinding Module II ELE0013 (DTTEE515)

**Competencies addressed:**

- Dismantling of AC three-phase electric motors
- Stripping out of burnt windings
- Testing of coil windings
- Insulation Classes and their characteristics
- Recording of winding data
- Winding of replacement coils
- Inserting and connecting of new coils
- Re-assembling electric three-phase AC motors
- Testing of electric machines
- Impregnating of winding

**Target Group:** This course is designed for electrical supervisors, practising electricians, electrical and electronic technicians, electrical trade assistants, unskilled workers and those who are involved in other non-electrical professions wishing to undertake training in three-phase motor rewinding.

**Fee:** \$308

Training Dates	Venue	Mode	Session
Nov 16 - 29	Narere/Naceva	Blended	Day

### Power Generation and Control ELE0006 (DTTEE418)

**Competencies addressed:**

- Demonstrate the knowledge of the national power generation, transmission and distribution network
- Explain and demonstrate synchronizing of generators
- Demonstrate knowledge of generators
- Explain the process of power management systems.

**Target Group:** This course is designed for electrical supervisors, practising electricians, electrical and electronic technicians, electrical trade assistants, unskilled workers and those who are involved in other non-electrical professions wishing to undertake training in power generation and control.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Dec 5 - 13	Narere/Naceva	Blended	Day



# DEPARTMENT OF AUTOMOTIVE AND MECHANICAL ENGINEERING

## Maintenance and Diagnostics

### Basic Fitting and Machining

#### Competencies Addressed:

- Practising good discipline and safety in workplace
- Use of hand tools and power tools
- Reading precision measuring instruments
- Grinding single point cutting tool and selecting type of grinding wheel
- Demonstrating basic operation of lathe

**Target Group:** This course is intended for the trade who have some experience in Fitting and Machining for participants from industry who require some formal qualification or skills upgrade in which may include practising mechanics, assistant hands, enthusiasts and those who are involved in other professions wishing to undertake training in fitting and machining. The trainee must have an interest in the trade and some relevant work experience.

**Fee:** \$330.00

Training Dates	Venue	Mode	Session
Feb 09 – 22	Narere	Blended	Day
Jul 20 – Aug 2	Narere	Blended	Day
Mar 21 – May 5	Narere	Blended	Evening

### Mechanical Engineering Drawing and Interpretation

#### Competencies Addressed:

- Identifying basic principles of engineering drawing practice
- Interpreting terminology and abbreviations used in mechanical engineering drawings
- Dimensioning geometry and conventional representation of features and parts
- Interpreting first and third angle projection

**Target Group:** This course is intended for participants from the industry who require some formal training or skills upgrade in which may include practising fitter and turner, trade assistants, enthusiasts and those who are involved in other professions wishing to undertake training in engineering drawing and interpretation. The trainee must have an interest in the trade and some relevant work experience.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Feb 23- Mar 02	Narere	Online	Day
Aug 03 -10	Narere	Online	Day

## Introduction to CAD

### Competencies Addressed:

- Basics skills and knowledge to create a basic 2D drawing using the AutoCAD software
- Setting Drawing Limits and Drawing Area
- Understanding Cartesian and Polar coordinates input system
- Identifying the drawing standards for the industry

**Target Group:** This course is intended for participants from industry who require some formal training or skills upgrade in which may include practising fitter and turner, trade assistants, enthusiasts and those who are involved in other professions wishing to undertake training in the introduction to computer-aided design. The trainee must have an interest in the trade and some relevant work experience.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Mar 07 -11	Narere	Blended	Day
Aug 15 -19	Narere	Blended	Day

## Applied Engineering Materials

### Competencies Addressed:

- Differentiate metals and non-metals
- Knowing the various materials and properties in engineering
- Understanding the effect of temperatures on materials and treatments
- Identifying material application compared to the common materials used

**Target Group:** This course is intended for participants from industry who require some formal training or skills upgrade in which may include practising fitter and turner, trade assistants, enthusiasts and those who are involved in other wishing to undertake training in applied engineering materials. The trainee must have an interest in the trade and some relevant work experience.

**Fee:**\$198



Training Dates	Venue	Mode	Session
May 25 – Jun 01	Narere	Online	Day
Oct 31 – Nov 07	Narere	Online	Day

## Basic Tribology

### Competencies Addressed

- Demonstrate knowledge of lubrication available and characteristics
- Demonstrate knowledge of lubricants role to machine components.
- Demonstrate knowledge on lubricants accessibility and machine requirements
- Demonstrate knowledge of common lubrication faults.
- Demonstrate knowledge on monitoring and lubrication problem are identified
- Identifying types of lubrication systems
- Understanding open, closed, immersed, gravity, pressurised, and splash in the lubrication system
- Identifying lubricants and their components
- Application of lubricants

**Target Group:** This course is intended for participants from industry who require some formal training or skills upgrade in which may include practising fitter and turner, trade assistants, enthusiasts and those who are involved in other wishing to undertake training in basic tribology. The trainee must have an interest in the trade and some relevant work experience.

**Fee:** \$220

Training Dates	Venue	Mode	Session
Mar 24 - 30	Narere	Online	Day
Sep 01 - 08	Narere	Online	Day

## Care and Maintenance of Bearings

### Competencies Addressed:

- Understanding bearing specification
- Reading bearing catalogue
- Selecting the correct type of bearings and application
- Using correct tools in fitting bearing
- Inspecting correct clearances on different stages of fitting

**Target Group:** This course is intended for the trade who have some experience in Fitting and Machining for participants from industry who require some formal



qualification or skills upgrade in which may include practising mechanics, assistant hands, enthusiasts and those who are involved in other professions wishing to undertake training in Care and Maintenance of Bearings. The trainee must have an interest in the trade and some relevant work experience.

**Fee:** \$220

Training Dates	Venue	Mode	Session
Oct 03 - 24	Narere	Online	Evening

## Computer Fundamentals and Applications

### Competencies Addressed:

- Use of computer for basic purposes of preparing his personnel/business letters, viewing information on Internet (the web), sending emails, using internet banking services and many more.
- Computer users are digitally literate
- Aid the PC penetration program

**Target Group:** This course is intended for the trade who have some experience in Fitting and Machining for participants from industry who require some formal qualification or skills upgrade in which may include practising mechanics, assistant hands, enthusiasts and those who are involved in other professions wishing to undertake training in computer fundamentals and application. The trainee must have an interest in the trade and some relevant work experience.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Jan 31-Feb 08	Narere	Online	Day
Jul 11-19	Narere	Online	Day
Jan 31-Feb 22	Narere	Online	Evening

## Doggers and Riggers

### Competencies Addressed:

- Using techniques, including the selection or inspection of lifting gear
- Safely sling a load
- Directing a crane or hoist operator in the movement of a load when the load is out of the operator's view
- Dogging skills or rigger skills are permitted to perform dogging activities.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the Trade of Fitting and Machining, which may include practising plant operators, labourers, enthusiasts and those who are involved in other non-mechanical professions in this industry wishing to undertake training in Doggers and Riggers. The trainee must have an interest in the trade and some relevant work experience.

**Fee:** \$220

Training Dates	Venue	Mode	Session
Apr 04 -08	Narere	Online	Day
Sep 12 -16	Narere	Online	Day
Feb 28 – Mar 13	Narere	Online	Evening

## Mechanical Science

### Competencies Addressed:

- Ability to use, develop and design materials to satisfy our human requirements.
- Select particular mechanical factors fit for a particular load, rating of machines.
- Determine the safe operation load
- Design operational procedures

**Target Group:** This course is intended for the trade who have some experience in Fitting and Machining for participants from industry who require some formal qualification or skills upgrade in which may include practising mechanics, assistant hands, enthusiasts and those who are involved in other professions wishing to undertake training in engineering mechanics. The trainee must have an interest in the trade and some relevant work experience.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Apr 29 - May 06	Narere	Online	Day
Sep 26 - Oct 03	Narere	Online	Day

## Heat Engines

### Competencies Addressed:

- Identifying the basic physical principles behind the use of various heat engines.
- Evaluating the environmental, social and economic tradeoffs
- Understanding the thermodynamic principles involved

- Understanding the consequences of present and future power system alternatives
- Responding to the demanding energy saving and efficiency

**Target Group:** This course is intended for the trade who have some experience in Fitting and Machining for participants from industry who require some formal qualification or skills upgrade in which may include practising mechanics, assistant hands, enthusiasts and those who are involved in other professions wishing to undertake training in Heat Engines. The trainee must have an interest in the trade and some relevant work experience.

**Fee:** \$275

Training Dates	Venue	Mode	Session
May 09 -13	Narere	Online	Day
Oct 11 - 17	Narere	Online	Day

## Hydraulic Power Systems

### Competencies Addressed:

- Identifying simple hydraulic system
- Designing hydraulic implement systems, steering systems, brake systems, power-assisted steering, power train systems and automatic transmissions.
- Understanding the basic hydraulic principles
- Applying safe work procedures

**Target Group:** This course is intended for the trade who have some experience in Fitting and Machining for participants from industry who require some formal qualification or skills upgrade in which may include practising mechanics, assistant hands, enthusiasts and those who are involved in other professions wishing to undertake training in hydraulic power system. The trainee must have an interest in the trade and some relevant work experience.

**Fee:** \$220

Training Dates	Venue	Mode	Session
Jun 20 – Jul 07	Narere	Online	Evening

## Industrial Pumps 1

### Competencies Addressed:

- Identifying the two main categories of industrial pumps
- Understanding the characteristics of a pump
- Identifying NPSH of a pumping system
- Practising safe working procedures

**Target Group:** This course is intended for the trade who have some experience in Fitting and Machining for participants from industry who require some formal qualification or skills upgrade in which may include practising mechanics, assistant hands, enthusiasts and those who are involved in other professions wishing to undertake training in Industrial Pumps. The trainee must have an interest in the trade and some relevant work experience.

**Fee:** \$330

Training Dates	Venue	Mode	Session
May 09 -26	Narere	Online	Evening

## Industrial Pumps 2

### Competencies Addressed:

- Select the correct pumping system for a particular load
- Determining the head of a pump
- Identifying NPSH of a pumping system
- Troubleshooting industrial pumps

**Target Group:** This course is intended for the trade who have some experience in Fitting and Machining for participants from industry who require some formal qualification or skills upgrade in which may include practising mechanics, assistant hands, enthusiasts and those who are involved in other wishing to undertake training in Industrial Pumps Two. The trainee must have an interest in the trade and some relevant work experience.

**Fee:** \$330

Training Dates	Venue	Mode	Session
May 30 – Jun 16	Narere	Online	Evening

## Apply Basic Meat Works Industry Skills

### Competencies Addressed:

- Hygiene and sanitation of equipment and machines
- Knowledge of equipment used for cutting meat
- Tools for sharpening and honing.
- Meat band saw operation

**Target Group:** This course is intended for participants from industry who require some formal training or skills upgrade in which may include practising machine operators, trade assistants, meat process workers, employed or unemployed participants, enthusiasts and those who are involved in other professions wishing to undertake training in meat industry engineering skills. The trainee must have an interest in the trade and some relevant work experience.

**Fee:** \$200

Training Dates	Venue	Mode	Session
Jul 4-6	Narere	Online	Day
Dec 5-7	Narere	Online	Day
Nov 21-30	Narere	Online	Evening

## Machine Installation and Commissioning

### Competencies Addressed:

- Identifying procedures for installation
- Setting and configuring machine setting
- Recording tests and documents
- Understanding stakeholders involve

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the Trade of Fitting and Machining, which may include practising plant operators, labourers, enthusiasts and those who are involved in other non-mechanical professions in this industry wishing to undertake training in Machine Installation and Commissioning. The trainee must have an interest in the trade and some relevant work experience.

**Fee:** \$330

Training Dates	Venue	Mode	Session
Aug 08 – Sep 09	Narere	Online	Evening

## Engine Maintenance/ Diagnostics and Repair

### Competencies Addressed:

- Eliminate or avoid unnecessary or unplanned downtime due to failure.
- Ensuring the reliability and safety of plant equipment.
- Appropriate management must be applied to avoid unplanned failure
- Impacting of environmental pollutions.
- Cutting production costs immensely

**Target Group:** This course is intended for the trade who have some experience in Fitting and Machining for participants from industry who require some formal qualification or skills upgrade in which may include practising mechanics, assistant hands, enthusiasts and those who are involved in other professions wishing to undertake training in maintenance and diagnostics. The trainee must have an interest in the trade and some relevant work experience.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Apr 19 -25	Narere	Online	Day
Sep 19 - 23	Narere	Online	Day

## Pneumatic Power Systems

### Competencies Addressed:

- Identifying pneumatic control systems
- Understanding the advantages of the pneumatic system
- Understanding how compressed air transmit and control energy
- Controlling train doors, automatic production lines, mechanical clamps and dampers

**Target Group:** This course is intended for the trade who have some experience in Fitting and Machining for participants from industry who require some formal qualification or skills upgrade in which may include practising mechanics, assistant hands, enthusiasts and those who are involved in other professions wishing to undertake training in pneumatic power system. The trainee must have an interest in the trade and some relevant work experience.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Jul 11 – Aug 02	Narere	Online	Evening

## Precision Measurement and Inspection Technique

### Competencies Addressed:

- Know whether the components they make are to the required dimensional and accuracy standards.
- Know that the components they are working with, repairing or servicing are required size and accuracy.
- Role in establishing these needs and support other areas of assuring quality in the products produced.
- The product is accurate and to dimensional standards.
- Mechanical measurement and inspection techniques that apply to a range of engineering activities.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the Trade of Fitting and Machining, which may include practising plant operators, labourers, enthusiasts and those who

are involved in other non-mechanical professions in this industry wishing to undertake training in Precision Measurement and Inspection. The trainee must have an interest in the trade and some relevant work experience.

**Fee:** \$330

Training Dates	Venue	Mode	Session
Mar 14- 23	Narere	Blended	Day
Aug 22 - 31	Narere	Blended	Day

## Engineering Calculation

### Competencies Addressed:

- Carry out basic routine workplace calculations.
- Carry out required mathematical operations; preparing basic estimates of mass, size and volume
- Interpreting basic graphical representations of mathematical information
- Calculating industry-related tasks using manual and electronic processes

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the Trade of Fitting and Machining, which may include practising plant operators, labourers, enthusiasts and those who are involved in other non-mechanical professions in this industry wishing to undertake training in Engineering calculation. The trainee must have an interest in the trade and some relevant work experience.

**Fee:** \$198

Training Dates	Venue	Mode	Session
May 16 - 24	Narere	Online	Day
Oct 18 - 27	Narere	Online	Day

## Workplace Communication and Ethics

### Competencies Addressed:

- Use of computer for basic purposes of preparing his personnel/business letters, viewing information on Internet (the web), sending emails, using internet banking services and many more.
- Computer users should be digitally literate
- Aid the PC penetration program
- Experience in small business communities, and maintain small accounts.

**Target Group:** This course is intended for the trade who have some experience in Fitting and Machining for participants from industry who require some formal qualification or skills upgrade in which may include practising mechanics, assistant hands, enthusiasts and those who are involved in other wishing to undertake training in computer fundamentals and application. The trainee must have an interest in the trade and some relevant work experience.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Jun 06 - 14	Narere	Online	Day
Nov 08 - 16	Narere	Online	Day

## Basic Craft Practice

### Competencies Addressed:

- Identifying characteristics of hand tools and their uses
- Ability to work safely
- Reading measuring tools accurately
- Understanding datum
- Ability to braze and weld

**Target Group:** This course is intended for participants from industry who require some formal training or skills upgrade in which may include practising fitter and turner, trade assistants, enthusiasts and those who are involved in other wishing to undertake training in basic craft practice. The trainee must have an interest in the trade and some relevant work experience.

**Fee:** \$330

Training Dates	Venue	Mode	Session
Jun 20 - Jul 01	Narere	Blended	Day
Nov 17 - 30	Narere	Blended	Day

## Basic Boiler Operation

### Competencies Addressed:

- Practising good discipline and safety at Boiler Shop/station
- Use of equipment in boiler operation
- Knowledge of other types of Boiler
- Water Treatment and Feed Water
- Knowledge of Boiler Operation (Start-up, shutdown and Emergency shut down)



**Target Group:** This course is intended for the trade who have some experience in Fitting and Machining or Plant Engineering for participants who require some formal qualification or skills upgrade in which may include practising mechanics, assistant hands, enthusiasts and those who are involved in other wishing to undertake training in Boiler Operation. The trainee must have an interest in the trade and some relevant work experience.

**Fee:** \$770

Training Dates	Venue	Mode	Session
Oct 31 – Nov 17	Narere	Online	Evening

## Machining Processes

### Competencies Addressed:

- Precision Measuring Tools and accurate measurement
- Taper Turning and Boring
- Concentric and Eccentric Turning
- Milling operation

**Target Group:** This course is intended for the trade who have some experience in electrical for participants from industry who require some formal qualification or skills upgrade in which may include practising mechanics, assistant hands, enthusiasts and those who are involved in other wishing to undertake training in machining. The trainee must have an interest in the trade and some relevant work experience.

**Fee:** \$220

Training Dates	Venue	Mode	Session
Sep 12 – 29	Narere	Blended	Evening

## AutoCAD

### Fundamentals of Computer-Aided Design Module 1 (DTTCAD/DTTCADE)

#### Competencies addressed:

The following topics will be discussed:

- Getting started with AutoCAD
- User Interface
- Drawing Units
- Working with Commands
- Opening an Existing Drawing File

- Viewing Your Drawing
- Saving Your Work
- Drawing Lines
- Coordinates
- Drawing Lines
- Erasing Objects
- Drawing Rectangles
- Drawing Circles
- Undo and Redo Actions
- Using Running Object Snaps
- Using Object Snap Overrides
- Polar Tracking at Angles
- Object Snap Tracking
- Drawing Ellipse
- Drawing Polygon
- Drawing Arcs
- Hatching objects
- Drawing Revision Cloud
- Drawing Polyline

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the Basic Level of AutoCAD, which include Beginners in drafting role, engineers, designers, architect, draftsman, technician, surveyor, survey chainman and industrial arts teachers.

**Fee:** \$275

Training Dates	Venue	Mode	Session
14 Feb - 04 Mar	Narere	FTF/Online	Evening
14 - 18 Feb Round 1	Narere	FTF/Online	Day
09 - 13 May Round 2	Narere	FTF/Online	Day
01 - 05 Aug Round 3	Narere	FTF/Online	Day

## Fundamentals of Computer-Aided Design Module 2 (DTTCAD/DTTCADE)

### Competencies addressed:

The following topics will be discussed:

- Selecting Object for editing
- Moving Objects
- Copying Objects
- Rotating Objects
- Scaling Objects
- Mirroring Objects

- Trimming Objects
- Extending Objects
- Offsetting Objects
- Arraying Objects
- Strand many morehing Objects
- Fillet and Chamfering Objects

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the Basic Level of AutoCAD, which include Beginners in drafting role, engineers, designers, architect, draftsman, technician, surveyor, survey chainman and industrial arts teachers.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Feb 14- Mar 4	Narere	FTF/Online	Evening
Feb 21-25 Round 1	Narere	FTF/Online	Day
May 16-20 Round 2	Narere	FTF/Online	Day
Aug 8-12 Round 3	Narere	FTF/Online	Day

## Fundamentals of Computer-Aided Design Module 3 (DTTCAD/DTTCADE)

### Competencies addressed:

The following topics will be discussed:

- Organising drawing with a layer
- Annotating drawing
- Creating dimension
- Creating text
- Create and scale line type
- Working with blocks
- Creating Template
- External Reference
- Create Title blocks
- Manage Pen settings
- Scale drawing
- Print Drawing

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the Basic Level of AutoCAD, which include Beginners in drafting role, engineers, designers, architect, draftsman, technician, surveyor, survey chainman and industrial arts teachers.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Feb 14- Mar 4	Narere	FTF/Online	Evening
Feb 28- Mar 4 Round 1	Narere	FTF/Online	Day
May 23-27 Round 2	Narere	FTF/Online	Day
Aug 15-19 Round 3	Narere	FTF/Online	Day

## 2 Dimensional Design Module 1 (DTTCAD/DTTCADE)

### Competencies addressed:

The following topics will be discussed:

- Draw Floor Plan with dimension
- Draw Electrical Plan
- Draw Engineering Drawing
- Draw Survey Drawing
- Draw Joinery drawing
- Print Drawing with drawing scale

**Target Group:** This course is intended for participants who already have a good basic knowledge and want to know more about the advanced techniques to create an advanced 2D drawing using AutoCAD in any drafting discipline which includes, engineers, designers, architect, draftsman, technician, surveyor, survey chainman and industrial arts teachers.

**Fee:** \$330

Training Dates	Venue	Mode	Session
Mar 14- Apr 1	Narere	FTF/Online	Evening
Mar 14-18 Round 1	Narere	FTF/Online	Day
Jun 6-10 Round 2	Narere	FTF/Online	Day
Aug 29 – Sep 2 Round 3	Narere	FTF/Online	Day

## 2 Dimensional Design Module 2 (DTTCAD/DTTCADE)

### Competencies addressed:

The following topics will be discussed:

- Draw HVAC drawing
- Draw Telecommunication Drawing
- Draw Fire Drawing.
- Draw CCTV Drawing
- Draw Schematic and Single line diagram
- Draw Plumbing Drawing

- Draw Sanitary Drawing
- Print Drawing with drawing scale

**Target Group:** This course is intended for participants who already have a good basic knowledge and want to know more about the advanced techniques to create an advanced 2D drawing using AutoCAD in any drafting discipline which includes, engineers, designers, architect, draftsman, technician, surveyor, survey chainman and industrial arts teachers.

**Fee:** \$330

Training Dates	Venue	Mode	Session
Mar 14- Apr 1	Narere	FTF/Online	Evening
Mar 21-25 Round 1	Narere	FTF/Online	Day
June 13-17 Round 2	Narere	FTF/Online	Day
Sep 5-12 Round 3	Narere	FTF/Online	Day

## 2 Dimensional Design Module 3 (DTTCAD/DTTCADE)

### Competencies addressed:

The following topics will be discussed:

- Draw Section Drawing
- Draw Detail Drawing
- Grid Lines
- Make As-Built Drawing
- Plot Drawing with scale

**Target Group:** This course is intended for participants who already have a good basic knowledge and want to know more about the advanced techniques to create an advanced 2D drawing using AutoCAD in any drafting discipline, including engineers, designers, architect, draftsman technician, surveyor, survey chainman and industrial arts teachers.

**Fee:** \$330

Training Dates	Venue	Mode	Session
Mar 14- Apr 1	Narere	FTF/Online	Evening
Mar 28-Apr 1 Round 1	Narere	FTF/Online	Day
Jun 20-24 Round 2	Narere	FTF/Online	Day
Sep 19-23 Round 3	Narere	FTF/Online	Day

### 3 Dimensional Design Module 1 (DTTCAD/DTTCADE)

#### Competencies addressed:

The following topics will be discussed:

- Basic 3D concept
- 3D Workspace
- Types of Three-Dimensional Models
- Advantages of Drawing in Three Dimensions
- Viewing a 3D Model
- Rotating the View
- Shading Modes
- Adding Thickness to 2D Objects
- Displaying More Than One View of a Model
- 3D coordinate systems
- 3D Object Snaps
- The UCS View Option
- UCS 3point
- Working with Multiple UCSs
- What is solid modeling?
- Surface Models
- Wireframe Models
- Solid Modeling Definitions and Concepts
- Creating Solid Models from Two Dimensional Shapes
- Extruding 2D Geometry

**Target Group:** This course is intended for participants proficient in AutoCAD to produce 2D drawings, who now want to take advantage of AutoCAD 3D drawing and modelling capabilities, including Junior draftsmen, engineers, designers, architects, technicians, and industrial arts teachers.

**Fee:** \$385

Training Dates	Venue	Mode	Session
Apr 11- May 6	Narere	FTF/Online	Evening
Apr 11-19 Round 1	Narere	FTF/Online	Day
Jul 4-8 Round 2	Narere	FTF/Online	Day
Oct 3-7 Round 3	Narere	FTF/Online	Day

### 3 Dimensional Design Module 2 (DTTCAD/DTTCADE)

#### Competencies addressed:

The following topics will be discussed:

- Basic 3D concept
- Composite Solid Model
- Adding Solid Objects
- Subtracting Solid Objects

- Intersecting Solid Objects.
- Creating Surface Model
- Creating 3D Faces
- Tabulated Surfaces
- Ruled Surfaces
- Revolve Surface
- Filletting Solid Models
- Chamfering Solids
- Generating Mass Property Reports
- Slicing a Solid along a Plane
- Cross-Sectional Views
- Moving Faces
- Tapering Faces

**Target Group:** This course is intended for participants proficient in using AutoCAD to produce 2D drawings, who now want to take advantage of AutoCAD 3D drawing and modelling capabilities, including Junior draftsman, engineers, designers, architect, draftsman, technician, and industrial arts teachers.

**Fee:** \$385

Training Dates	Venue	Mode	Session
Apr 11- May 6	Narere	FTF/Online	Evening
Apr 25-29 Round 1	Narere	FTF/Online	Day
July 11-15 Round 2	Narere	FTF/Online	Day
Oct 11-17 Round 3	Narere	FTF/Online	Day

### 3 Dimensional Design Module 3 (DTTCAD/DTTCADE)

#### Competencies addressed:

The following topics will be discussed:

- Basic 3D concept
- Create Camera view
- Adding Materials
- Create Lights
- Setting up render
- Add background
- Save rendered image
- Export and Import 3d drawings from other formats

**Target Group:** This course is intended for participants proficient in using AutoCAD to produce 2D drawings, who now want to take advantage of AutoCAD 3D drawing and modelling capabilities, including Junior draftsman, Engineers, Designers, Architect, Draftsman, Technician, and Industrial arts Teachers.

**Fee:** \$385

Training Dates	Venue	Mode	Session
Apr 11- May 6	Narere	FTF/Online	Evening
Apr 11 - May 6 Round 1	Narere	FTF/Online	Day
Jul 18-22 Round 2	Narere	FTF/Online	Day
Oct 24-28 Round 3	Narere	FTF/Online	Day

## Welding and Fabrication Programmes

### Workshop and Welding Safety (DTTWFD01-T)

**Competencies Addressed:**

- Demonstrate the fundamental knowledge of the Occupational Health and Safety Act of Fiji
- Identify the types of the workplace environment, the associated hazards and occupational environment safety signs.
- Demonstrate knowledge of general workplace safety
- Demonstrate the knowledge of the working with electricity
- Demonstrate the knowledge of working with welding consumables
- Demonstrate the knowledge of preparation works before welding

**Target Groups:** This course is intended for participants from industry who require some formal qualification or skills upgrade in the welding trade, which may include practising welders, labourers, enthusiasts, and those who are involved in other non-welding professions in this industry wishing to undertake training in welding safety.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Feb 8 – 16	Narere/Naceva/Labasa	FTF/Blended	Day
Feb 3– 24	Narere/Naceva	FTF/Blended	Evening

### Welding and fabrication Fundamental Module 1 (DTTWFD02-T)

**Competencies Addressed:**

- Understand the basic nature of work in the Welding and fabrication industry
- Demonstrate knowledge of occupational health and safety practices in the welding industry



- Identify, select and use workshop hand and power tools
- Distinguish and draw various types of drawing in orthographic projection
- Demonstrate knowledge of basic arithmetic
- Understand common SI Units, prefixes, and mathematical number notations
- Carryout drilling operation
- Demonstrate knowledge of engineering materials
- Demonstrate setting up of an oxyacetylene equipment
- Demonstrate setting up of arc welding process (MMAW)

**Target Group:** This course is intended for participants from industry who require some formal qualification or skills upgrade in the welding trade, which may include practising welders, labourers, enthusiasts, and those who are involved in other non-welding professions in this industry wishing to undertake basic training in welding.

**Fee:** \$660

Training Dates	Venue	Mode	Session
Feb 21- Apr 1	Narere/Naceva/Labasa	FTF/Blended	Day

## Computer Fundamental (DTTWFD03-T)

### Competencies Addressed:

- Analysing problems and designing and implementing algorithmic solutions
- Solving problems correctly, achieving an implementation that is correct, effective
- Knowledge of computer equipment, including both hardware and software, be taught
- Advantage and Disadvantage of Computer
- Different types of Computers
- Understanding the turning of your Computer ON and OFF
- Using the mouse and Understanding the Button
- Understand the Keyboard
- The Basics of word 2010.
- The Basics of Excel 2010.

**Target Groups:** This course is intended for participants from industry who require some formal qualification or skills upgrade in the welding trade, which may include practising welders, labourers, enthusiasts, and those who are involved in other non-welding professions in this industry wishing to undertake training in welding safety.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Apr 6- 14	Narere/Naceva/Labasa	FTF/Blended	Day

## Welding and Fabrication Fundamentals Module 2 (DTTWFD04-T)

### Competencies Addressed:

- Demonstrate the fundamental knowledge of the Occupational Health and Safety Act of Fiji
- Identify and describe the various hand and power tools used in the welding and fabrication industries.
- Identify hand-operated lifting equipment
- Demonstrate knowledge of ferrous and non-ferrous metals
- Demonstrate a fundamental understanding of engineering drawing
- Understand common SI Units, prefixes and mathematical number notations
- Understand basic algebra, solve and transpose simple algebraic equations
- Demonstrate knowledge of welding consumables
- Demonstrate a basic understanding of arc welding processes (MMAW)

**Target Groups:** This course is intended for participants from industry who require some formal qualification or skills upgrade in the welding trade, which may include practising welders, labourers, enthusiasts, and those who are involved in other non-welding professions in this industry wishing to undertake basic training in welding.

**Fee:** \$660

Training Dates	Venue	Mode	Session
TBC	Narere/Naceva/Labasa	FTF/Blended	Day

## Workplace Communication and Ethics (DTTWFD05-T)

### Competencies Addressed:

- Receive and convey information
- Carry out face-to-face communication
- Demonstrate the knowledge of workplace signage
- Demonstrate the application of workplace signage
- Demonstrate the understanding of workplace personnel
- Participate in Simple On-site Meeting Processes
- Code of conduct in your workplace
- Demonstrate the ability to work with others
- Demonstrate good work ethics in the workplace

**Target Group:** This course is intended for new entrants to the trade who have completed Module I and II and for the participant's from industry who require some formal qualification or skills upgrade in the welding trade, which may include practising welders, labourers, enthusiasts, and those who are involved in other non-welding professions in this industry wishing to undertake basic training in engineering drawing.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Jun 6– 14	Narere/Naceva/Labasa	FTF/Blended	Day

## Welding Calculation (DTTWFD06-T)

### Competencies Addressed:

- Identify and use a formula to calculate the length of the plate from the cylinder, surface area, volume and mass of rectangular tank and vice versa.
- Calculate the mass of square and circular platform, length of cutting, surface area.
- Calculate volume and mass of conical vessel, frustum of cone-right and oblique
- Calculate sustained of cylindrical for the rectangular tank and vice versa

**Target Group:** This course is intended for new entrants to the trade who have completed Module I and II and for the participant's from industry who require some formal qualification or skills upgrade in the welding trade, which may include practising welders, labourers, enthusiasts, and those who are involved in other non-welding professions in this industry wishing to undertake basic training in engineering calculation

**Fee:** \$198

Training Dates	Venue	Mode	Session
Oct 7 – 26	Narere/Naceva/Labasa	FTF/Blended	Day
Sep 30– Oct 26	Narere/Naceva	FTF/Blended	Evening

## Gas Welding and Cutting (DTTWFD07-T)

### Competencies Addressed:

- Identify and Understand the process of Oxy- Acetylene Gas Welding
- Understand Properties and Functions of Equipment
- Safely set up Oxy-Acetylene Welding Plant and do Flame setting
- Safely demonstrate closing down procedures of Oxy-Acetylene Welding Equipment
- Deposit and Identify Good Welding and Weld Beads

**Target Group:** This course is intended for new entrants to the trade who have completed Module I and II and for the participant's from the industry who require some formal qualification or skills upgrade in the welding trade, which may include practising welders, labourers, enthusiasts, and those who are involved in other non-welding professions in this industry wishing to undertake basic training in welding.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Jun 27 – Jul 5	Narere/Naceva/Labasa	FTF/Blended	Day
Mar 1 – 22	Narere/Naceva	FTF/Blended	Evening

## Brazing and Soldering (DTTWFD08-T)

### Competencies Addressed:

- Identify and understand the process of brazing
- Understand the brazing process
- Understand the technique of brazing grey cast iron
- Understand the soldering process
- Demonstrate the soldering process

**Target Group:** This course is intended for new entrants to the trade who have completed Module I and II and for the participant's from industry who require some formal qualification or skills upgrade in the welding trade, which may include practising welders, labourers, enthusiasts, and those who are involved in other non-welding professions in this industry wishing to undertake basic training in engineering drawing.

**Fee:** \$187

Training Dates	Venue	Mode	Session
Jul 7 –15	Narere/Lautoka/Labasa	FTF/Blended	Day

## Arc Welding Technology 1 (DTTWFD09-T)

### Competencies Addressed:

- Outline the principle of operation for MMAW and personal safety requirements and discuss the Safe operation of the process.
- Identify common weld positions, weld joints, and describe the methods of plate preparation
- Demonstrate knowledge and skills to produce fillet and butt-welded joints with general-purpose
- Electrodes
- Demonstrate down hand fillet welds to the standard specified.

**Target Group:** This course is intended for new entrants to the trade who have completed Module I and II and for the participant's from industry who require some formal qualification or skills upgrade in the welding trade, which may include practising welders, labourers, enthusiasts, and those who are involved in other non-welding professions in this industry wishing to undertake training in Arc Welding 1.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Jul 18– 26	Narere/Naceva/Labasa	FTF/Blended	Day

## Arc Welding Technology 2

### Competencies Addressed:

- The principle of operation for MMAW and personal safety requirements and discuss the Safe operation of the process.
- Identify electrodes using the electrode classification system and relate the electrode types to specific
- Industrial applications and uses
- Demonstrate horizontal, vertical, and overhead fillet welds to the standard specified.

**Target Groups:** This course is intended for new entrants to the trade who have completed Module I and II and for the participant's from the industry who require some formal qualification or skills upgrade in the welding trade, which may include practising welders, labourers, enthusiasts, and those who are involved in other non-welding professions in this industry wishing to undertake training in Arc Welding 2.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Jul 28– Aug 5	Narere/Naceva/Labasa	FTF/Blended	Day
Apr 25– May 16	Narere/Naceva	FTF/Blended	Evening

## MIG Welding Mild Steel (DTTWFD10-T)

### Competencies Addressed:

- Acquire the knowledge and skills to deposit lap, fillets and butt welds on medium carbon steel using Gas Metal Arc Welding (GMAW)

**Target Group:** This course is intended for new entrants to the trade who have completed Module I and II and for participants from industry who require some

formal qualification or skills upgrade in the welding trade, which may include practising welders, labourers, enthusiasts, and those who are involved in other non-welding professions in this industry wishing to undertake basic training in MIG welding mild steel.

**Fee:** \$220

Training Dates	Venue	Mode	Session
Aug 9 –17	Narere/Naceva/Labasa	FTF/Blended	Day
May 23– Jun 13	Narere/Naceva	FTF/Blended	Evening

## MIG Welding Aluminium

### Competencies Addressed:

- Demonstrate the knowledge and skills to deposit fillet and butt welds to fabric and repair aluminium using GMAW process. This course is designed to build in the skills covered in Gas Metal Arc Welding 1

**Target Group:** This course is intended for new entrants to the trade who have completed Module I and II and for the participant's from industry who require some formal qualification or skills upgrade in the welding trade, which may include practising welders, labourers, enthusiasts, and those who are involved in other non-welding professions in this industry wishing to undertake basic training in MIG welding aluminium.

**Fee:** \$220

Training Dates	Venue	Mode	Session
Aug 22– 31	Narere/Naceva/Labasa	FTF/Blended	Day
Jun 17– Jul 8	Narere/Naceva	FTF/Blended	Evening

## MIG Welding Stainless Steel

### Competencies Addressed:

- Demonstrate the knowledge and skills to deposit fillet and butt welds for the fabrication and repair of stainless steel using GMAW process.

**Target Group:** This course is intended for new entrants to the trade who have completed Module I and II and for participants from industry who require some formal qualification or skills upgrade in the welding trade, which may include practising welders, labourers, enthusiasts, and those who are involved in other non-welding professions in this industry wishing to undertake basic training in MIG welding stainless steel.

**Fee:** \$220

Training Dates	Venue	Mode	Session
Sep 5 – Sep 14	Narere/Naceva/Labasa	FTF/Blended	Day
Jul 13 – Aug 3	Narere/Naceva	FTF/Blended	Evening

## TIG Welding

### Competencies Addressed:

- Demonstrate the knowledge and skills to deposit fillets and butt welds in various steel using Gas Tungsten Arc Welding (GTAW).

**Target Group:** This course is intended for new entrants to the trade who have completed Module I and II and for participant's from industry who require some formal qualification or skills upgrade in the welding trade, which may include practising welders, labourers, enthusiasts, and those who are involved in other non-welding professions in this industry wishing to undertake basic training in TIG welding.

**Fee:** \$242

Training Dates	Venue	Mode	Session
Sep 19 – 28	Narere/Naceva/Labasa	FTF/Blended	Day
Aug 8 –29	Narere/Naceva	FTF/Blended	Evening

## High Pressurized Pipe Welding (DTTWFD15-T)

### Competencies Addressed:

- Have the knowledge and skills in the production of structural fabrications.

**Target Groups:** This course is intended for new entrants to the trade who have completed Module I and II and for the participant's from the industry who require some formal qualification or skills upgrade in the welding trade, which may include practising welders, labourers, enthusiasts, and those who are involved in other non-welding professions in this industry (e.g. teachers, welding salesperson, accountants and many more.) wishing to undertake basic training in High-Pressure welding.

**Fee:** \$242

Training Dates	Venue	Mode	Session
Oct 3- 13	Narere/Naceva/Labasa	FTF/Blended	Day
Sep 2–26	Narere/Naceva	FTF/Blended	Evening

## Engineering Drawing (DTTWFD16-T)

### Competencies Addressed:

- Identify an overview of engineering drawing to develop the skills and knowledge associated with the reading and interpreting of technical drawings, the application of geometric constructions.

**Target Group:** This course is intended for new entrants to the trade who have completed Module I and II and for the participant's from industry who require some formal qualification or skills upgrade in the welding trade, which may include practising welders, labourers, enthusiasts, and those who are involved in other non-welding professions in this industry wishing to undertake basic training in engineering drawing.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Oct 17-26	Narere/Naceva/Labasa	FTF/Blended	Day
Oct 31- Nov 21	Narere/Naceva	FTF/Blended	Evening

## Fabrication Techniques (DTTWFD17-T)

### Competencies Addressed:

- Have the knowledge and skills in the production of simple structural steel fabrications,
- The competencies in this module deal with the knowledge and skills required to assist trade persons in the welding and fabrication industry. The module utilises competency-based approaches to measure trainee outcomes. Welding drawings symbols are a very useful way of communicating welding requirements from the design office to the shop floor. It is essential that drawing office personnel correctly apply the rules of the standard used. However, it is also important that shop floor personnel read and understand the details of drawing and weld symbols. When drawings are correctly interpreted, then efficient materials are procured, and fabrication works begin. The competencies encompassed in this module is equivalent to Level 4 of the National Qualification for Welding and Fabrication

**Target Group:** This course is intended for new entrants to the trade who have completed Module I and II and for participants' from industry who require some formal qualification or skills upgrade in the welding trade, which may include practising welders, labourers, enthusiasts, and those who are involved in other non-welding professions in this industry wishing to undertake basic training in engineering drawing.

**Fee:** \$198



Training Dates	Venue	Mode	Session
Nov 1-9	Narere/Naceva/Labasa	FTF/Blended	Day

## Non Destructive Testing (DTTWFD18-T)

**Competencies Addressed:** The competencies in this module deal with the knowledge and skills required to assist qualified trade persons in the welding and fabrication industry. The module utilises competency-based approaches to measure trainee outcomes. Non-destructive testing or NDT is a wide group of analysis techniques used in the science and technology industry to evaluate the properties of a material, component or system without causing damage. The terms nondestructive examination (NDE), nondestructive inspection (NDI), and non-destructive evaluation (NDE) are also commonly used to describe this technology. NDT does not permanently alter the inspected material, but it is a highly valuable technique that can save both money and time in product evaluation, troubleshooting, and research. The competencies encompassed in this module is equivalent to Level 4 of the National Qualification for Welding and Fabrication.

**Target Group:** This course is intended for new entrants to the trade who have completed Module I and II and for the participant's from the industry who require some formal qualification or skills upgrade in the welding trade, which may include practising welders, labourers, enthusiasts, and those who are involved in other non-welding professions in this industry wishing to undertake basic training in engineering drawing

**Fee:** \$198

Training Dates	Venue	Mode	Session
Nov 14 – Nov 22	Narere/Naceva/Labasa	FTF/Blended	Day

## Refrigeration and Air-Conditioning Workplace Safety (DTTRAC401)

**Competencies Addressed:**

- Describe the fundamentals of the Occupational Health and Safety Act of Fiji.
- Type of the workplace environment, the associated hazards and occupational environment safety signs.
- Describe general workplace safety
- Explain how to work safely with electricity

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practising refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other wishing to undertake training in workplace safety.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Feb 14–22	Narere/Naceva	Blended	Day

## Trade Calculations Fundamentals (DTTRAC405)

### Competencies Addressed:

- Describe the basics of arithmetic
- Explain common SI Competencies, prefixes and mathematical number notation
- Explain basic algebra and solve and transpose simple algebraic equations
- Demonstrate the knowledge of the basic geometry
- Explain the fundamental laws of trigonometry

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practising refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in training in engineering calculations.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Feb 24 – Mar 04	Narere/Naceva	Blended	Day

## Refrigeration Fundamentals (DTTRAC406)

### Competencies Addressed:

- Understand refrigeration tradespersons, assistant tradespersons Industry
- Understand introduction to the Vapour Compression System Understand matter, heat. and heat transfer
- Temperature and its effect and measurements
- Understand the differences between sensible and latent heat and the effects they have on the matter
- Understand how pressure is measured and the scales used on various pressure measuring instruments
- Know the different refrigerant conditions
- Understand the refrigerant relationships between pressure, temperature and enthalpy
- Understand how to read pressure/enthalpy Diagram

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include

practising refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other wishing to undertake training in refrigeration fundamentals.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Mar 7 – 15	Narere/Naceva	Blended	Day
Feb 14 - 25	Narere/Naceva	FTF/Blended	Evening

## Refrigeration Procedures (DTTRAC407)

### Competencies Addressed:

- Identify tools and equipment used in the trade
- Demonstrate how to cut and bend copper tubes  
Demonstrate how to flare and swage copper tubes  
Demonstrate how to silver braze copper tubes.
- How to select and cut compressor gaskets
- Demonstrate knowledge of refrigeration system access valves and pumping down system

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades, which may include practising refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in refrigeration procedures.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Mar 10 – 18	Narere/Naceva	Blended	Day
Feb 28 – Mar 11	Narere/Naceva	FTF/Blended	Evening

## Workshop Craft Practice (DTTRAC402)

### Competencies Addressed:

- The knowledge on how to safely handle engineering hand and power tools and processes
- Knowing how to use and handle engineering measuring tools safely.
- Ability to mark out a workpiece to given specifications
- Ability to carry out sheet-metal works
- Ability to carry out drilling works
- Display knowledge of engineering materials
- Display knowledge of material joining methods

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practising refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other wishing to undertake training in workshop craft practice

**Fee:** \$300

Training Dates	Venue	Mode	Session
Apr 1 – 14	Narere/Naceva	Blended	Day

## Refrigerants (DTTRAC408)

### Competencies Addressed:

- Understand the function and purpose of a refrigerant used in a basic refrigeration system.
- Explain safety issues as they apply to working with and handling refrigerants and refrigerant cylinders
- Explain the methods of recovering and reclaiming refrigerant from systems as required by the Codes of Good Practices.
- Explain the methods of refrigerant leak detection associated with refrigeration and air conditioning systems
- Explain the methods of evacuating and dehydrating refrigeration tradespersons, assistant tradespersons systems and the various causes of contamination within refrigeration systems and their effects on the operation of the system.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades, which may include practising refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in types of refrigerants.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Apr 19 – 27	Narere/Naceva	Blended	Day
Mar 14 - 25	Narere/Naceva	FTF/Blended	Evening

## Refrigeration System Components (DTTRAC409)

### Competencies Addressed:

- Identify various types of refrigeration compressors and explain their function, basic operation, construction and applications.

- Understand the basic operation, construction and applications of condensers and liquid receivers.
- Understand the main function, types, operation, construction, and application of evaporators used in a refrigeration system.
- Identify the function, types, basic operating principles, construction and application of liquid refrigerant flow controls.
- Understand the basic concept of temperature difference in regards to condensers, evaporators, relative humidity and ambient conditions and their basic effect on the operation of a refrigeration system.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practising refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other wishing to undertake training in refrigeration systems components.

**Fee:** \$198

Training Dates	Venue	Mode	Session
May 02 - 10	Narere/Naceva	Blended	Day
Mar 28 Apr 08	Narere/Naceva	FTF/Blended	Evening

## Workplace Communication and Ethics (DTTRAC403)

### Competencies Addressed:

- Understanding the foundations of technical communication.  
Recording of information and writing reports in the workplace
- Ability to read instructions, procedures and safety signage  
Able to effectively communicate orally
- Get involved in workplace meetings
- Knowledge of the fundamental concepts of work ethics in the workplace

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practising refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in workplace communication and ethics

**Fee:** \$198

Training Dates	Venue	Mode	Session
May 12 - 20	Narere/Naceva	Blended	Day

## Computer Fundamentals and Applications (DTTRAC404)

### Competencies Addressed:

- Basic knowledge and operation of desktops/laptops.
- Basic knowledge of the fundamental application of MS Word 2014 and associated feature.
- Basic knowledge of the fundamental application of MS Excel 2014 and associated features.
- Basic knowledge of the fundamental application of MS PowerPoint 2014 and associated features.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practising refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other wishing to undertake training in computer fundamentals and applications.

**Fee:** \$198

Training Dates	Venue	Mode	Session
May 23 - 31	Narere/Naceva	Blended	Day

## Electrical Principles (DTTRAC410)

### Competencies Addressed:

- Knowledge of basic electrical
- Knowledge of resistors and dc circuits
- Knowledge of single-phase ac principles
- Explain the fundamental concepts of electrochemistry
- Understanding of the concepts of magnetism
- Knowledge of cells and batteries
- Knowledge of inductors and capacitors

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practising refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other wishing to undertake training in electrical principles.

**Fee:** \$180

Training Dates	Venue	Mode	Session
Jun 2 - 10	Narere/Naceva	Blended	Day

## Fundamentals of Air Conditioning (DTTRAC411)

### Competencies Addressed:

- Explain common terms that are applied in air conditioning.
- Types of air conditioning systems and their uses.
- The various factors that affect human comfort.
- Various air conditioning components are identified and interpreted
- Ventilation systems and their applications.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades, which may include practising refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in fundamentals of air conditioning.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Jun 13 - 21	Narere/Naceva	Blended	Day
Apr 11 - 26	Narere/Naceva	FTF/Blended	Evening

## Domestic Refrigerators and Freezers (DTTRAC412)

### Competencies Addressed:

- Identify various components and explain their functions in domestic refrigerators and freezers.
- Observe safety procedures in the installation and repair of domestic refrigerators and freezers.
- Carry out reclaim and recovery procedures from a training course.
- Explain the use of appropriate test equipment and procedures to make safe, isolate and re-energise electrical components.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practising refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in domestic refrigerators and freezers.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Jun 23 - Jul 1	Narere/Naceva	Blended	Day
May 02 - 13	Narere/Naceva	FTF/Blended	Evening

## Residential Air-Conditioning (DTTRAC413)

### Competencies Addressed:

- Develops knowledge of the relevant codes of practice procedures required to install and service residential air conditioning systems.
- Explain the construction, operation and application of various major components within residential air conditioning systems.
- Understanding the correct operation of a typical residential air conditioning system
- Develop the knowledge and skills to correctly size a system for a specific residential air conditioning application.
- Develop knowledge and skills to use appropriate resources for service and fault finding.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades, which may include practising refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in residential air conditioning.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Jul 4 - 12	Narere/Naceva	Blended	Day
May 16 - 27	Narere/Naceva	FTF/Blended	Evening

## Electric Motors and Circuits (DTTRAC414)

### Competencies Addressed:

- Knowledge on the ability to isolate and test single and three-phase supply.
- Ability to test motor winding resistance.
- Wire up components for star and delta controls.
- Ability to read electrical diagrams and identify contactor terminals and power/control circuits.
- Ability to identify protection devices used on single-phase motors.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practising refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in electrical motors and circuits.

**Fee:** \$198



Training Dates	Venue	Mode	Session
Jul 14- 22	Narere/Naceva	Blended	Day
May 30 – Jun 10	Narere/Naceva	FTF/Blended	Evening

## Refrigeration System Operation (DTTRAC415)

### Competencies Addressed:

- To construct a pressure enthalpy diagram and plot specific given points
- To calculate the operating capacity of HVAC systems
- To identify the effect of various refrigeration fault conditions using a pressure enthalpy chart
- To explain the principles and operating methods of testing compressor efficiency and the requirements for good heat exchanges.
- To identify the different drive methods, calculate the change in speed and explain the techniques used in belt alignment.
- Ability to explain different types of capacity control systems.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practising refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other wishing to undertake training in refrigeration systems operations

**Fee:** \$198

Training Dates	Venue	Mode	Session
Jul 25 - Aug 02	Narere/Naceva	Blended	Day
Jun 13 - 24	Narere/Naceva	Blended	Evening

## Refrigerants Control (DTTRAC416)

### Competencies Addressed:

- Describe the purpose of a refrigerant flow control in a basic refrigeration system; including both liquid and vapour flow controls
- Describe the purpose of a refrigerant flow control in a basic refrigeration system; including both liquid and vapour flow controls
- Describe the function of the float operated refrigerant metering devices
- Various expansion valves used in the refrigeration tradespersons, assistant tradespersons industry, are explained.
- Types of distributors in the system.
- The operations and applications of solenoid valves and reversing valves are identified and explained

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades, which may include practising refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in refrigerant controls.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Aug 4 - 12	Narere/Naceva	Blended	Day
Jun 27 - Jul 8	Narere/Naceva	Blended	Evening

## Installation Systems (DTTRAC417)

### Competencies Addressed:

- Identify and repair the following troubles related to installation work: refrigerant leak, improper operation, and inoperative.
- Explain the three principles of refrigerant piping and explain the importance of covering refrigerant pipes.
- Carry out refrigerant pipe bending, flaring and swaging, pressure testing, evacuation and charging.
- Read and identify the wiring diagram, correctly connect and test power source wiring, link wiring, and correct procedures for grounding work.
- Describe the major troubles in RAC Competencies and how to carry out troubleshooting.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practising refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in installations of air conditioning systems.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Aug 15 - 23	Narere/Naceva	Blended	Day
Jul 11 - 22	Narere/Naceva	FTF/Blended	Evening

## Systems Control (DTTRAC418)

### Competencies Addressed:

- Knowledge to draw electrical diagrams using standard symbols and basic function and operation of automatic control.

- Ability to install, remove, test and adjust temperature controls on an operating system, showing due care to electrical safety and refrigerant conservation.
- Ability to install, remove, test and adjust pressure controls on an operating system, showing care to electrical safety and refrigerant conservation.
- Ability to install, remove, test and adjust the defrost controls on an operating system, showing due care to electrical safety and refrigerant conservation
- Explain the differences between power circuits and control circuits

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practising refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other wishing to undertake training in systems control

**Fee:** \$198

Training Dates	Venue	Mode	Session
Aug 25 – Sep 2	Narere/Naceva	Blended	Day
Jul 25 – Aug 5	Narere/Naceva	FTF/Blended	Evening

## Ventilation (DTTRAC419)

### Competencies Addressed:

- Knowledge in identifying and applying specific information from various Standards and Acts
- Understand the general distribution for supply and return air requirements for a ventilation system.
- Understand the different types of filters used by ventilation and air conditioning systems
- Understand ductworks, the symbols and layouts and learn to air balance ventilation/air conditioning systems.
- Learn about fans used in ventilation and air conditioning systems, including the types, operation, classifications and applications.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades, which may include practising refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts, and those involved in other industries wishing to undertake training in ventilation systems.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Sep 5 - 14	Narere/Naceva	Blended	Day
Aug 8 - 19	Narere/Naceva	FTF/Blended	Evening

## Air Conditioning Systems (DTTRAC420)

### Competencies Addressed:

- The fundamentals of psychometrics in air conditioning systems.
- The construction operation, applications, maintenance and servicing of Air Conditioning Package Competencies.
- Carry out heat load estimating using the AREMA Heat Load Estimating sheet for HVAC
- The construction operation, applications, maintenance and servicing procedure of Evaporative Coolers.
- Drawing up of maintenance programs and fault finding on air conditioning heating Systems
- Drawing up maintenance programs and fault finding on air conditioning humidification systems.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practising refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in air conditioning systems.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Sep 19 - 27	Narere/Naceva	Blended	Day
Aug 22 - Sep 2	Narere/Naceva	FTF/Blended	Evening

## Air Conditioning Controls (DTTRAC421)

### Competencies Addressed:

- The ability to explain the control system fundamentals and diagrams.
- Explain the principles of air-conditioning controls and the operation of various fluid flow control devices and systems.
- Explain the principles of both energy and building management and the various systems used in air-conditioning.
- Explain the fundamental application of electrical and electronic controls of an air-conditioning system.
- Describe pneumatic control systems, the advantages and disadvantages.
- Describe the principles of PLC's and DDC's

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practising refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in basic air conditioning controls.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Oct 3 - 12	Narere/Naceva	Blended	Day
Sep 5 - 19	Narere/Naceva	FTF/Blended	Evening

## Capillary Systems (DTTRAC422)

### Competencies Addressed:

- Explain the function and applications of a capillary tube system.
- Demonstrate correct use of manufacturer's catalogues to select capillary tube.
- Explain how to repair/replace, and fault finds a capillary tube refrigeration system.
- Applying codes of Good Practice to service a capillary tube safely.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades, which may include practising refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other wishing to undertake training in capillary systems.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Oct 17 - 25	Narere/Naceva	Blended	Day
Sep 26 - Oct 7	Narere/Naceva	FTF/Blended	Evening

## Cool Rooms and Freezer Rooms (DTTRAC423)

### Competencies Addressed:

- Identify and describe the various types of cool rooms and freezer rooms currently used.
- Read and interpret engineering drawings, layouts and specifications used in the installation of cool rooms and freezer rooms.
- Describe and adjust components of cool rooms and freezer rooms.
- Identify and explain the effects that temperature and moisture have on the storage life of perishable goods.

- Identify and adjust system controls with reference to control circuit diagrams to give required storage conditions.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practising refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in cool rooms and freezer rooms.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Oct 31 – Nov 8	Narere/Naceva	Blended	Day
Oct 11 - 24	Narere/Naceva	FTF/Blended	Evening

## Maintenance of Comfort and Process Cooling (DTTRAC424)

### Competencies Addressed:

- Explain the regulatory requirements regarding the maintenance of cooling towers to control Legionella.
- Describe cooling tower servicing practices, water treatment processes and codes and regulations, and the role it has in the control of Legionella.
- Describe the methods of cooling tower cleaning and decontamination.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades, which may include practising refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other wishing to undertake training in maintenance and service of air conditioning systems.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Nov 14 - 22	Narere/Naceva	Blended	Day
Oct 31 – Nov 11	Narere/Naceva	FTF/Blended	Evening

## Automotive Electrical and Electronics Principles

### Competencies Addressed.

- Knowledge of electrical safety
- Knowledge of safety in the electrical workshop

- Understand the fundamentals of electrical circuits
- Knowledge of basic units of electrical measurement
- Basic understanding of the types of electrical circuits
- Knowledge of principle of OHM's law
- Basic understanding of simple electronic devices used in automotive circuit
- Basic understanding of the use of an automotive battery
- Knowledge of the features of an automotive battery
- Precautions and procedures for testing and charging a battery
- Measurement of current, voltage and resistance in circuits

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the Automotive trade, which may include practising Automotives, trade assistants, enthusiasts and those who are involved in other professions wishing to undertake training in Automotive Electrical and Electronic Principles.

**Fee :** \$198

Training Dates	Venue	Mode	Session
Jan 26 –31	Narere	FTF	Day
Feb 3-24	Narere	Blended	Evening
Jul 5 –11	Narere	FTF	Day

## Starting System

### Competencies Addressed.

- Knowledge on the purpose of the starting system
- Description of the layout of the starting system
- Identification of the components of the starting system.
- Safety Practices while working on the starting system
- Procedure to dismantle and assemble a starter motor
- Procedure to inspect and test starter motor components
- Procedure to the service starter motor
- Basic knowledge to test starting system

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the Automotive trade which may include practising Automotive, trade assistant, enthusiasts and those who are involved in other professions wishing to undertake training in Starting System.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Feb 3-9	Narere	FTF	Day
Mar 7-24	Narere	Blended	Evening
Jul 14-20	Narere	FTF	Day

## Ignition System

### Competencies Addressed.

- Identification of four-stroke cycle engine components.  
Basic knowledge of the operation of four-stroke cycle engine.
- Understanding the purpose of the ignition system.
- Description of the layout of the ignition system.
- Identifying the components of the ignition system.
- Knowledge on the function of each ignition system component.
- Basic knowledge of ignition system operation.
- Safety Practices while working on the ignition system.
- Procedure to dismantle and assemble a contact point ignition distributor.
- Procedure to inspect and test a contact point ignition distributor components in the system.
- Procedure to service a contact point ignition distributor.
- Basic knowledge to test ignition systems.
- Procedure to set ignition timing.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the Automotive trade, which may include practising automotive work, trade assistants, enthusiasts and those who are involved in other professions wishing to undertake training in Ignition System.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Feb 14-18	Narere	FTF	Day
May 10-31	Narere	Blended	Evening
Jul 25-29	Narere	FTF	Day

## Charging System

### Competencies Addressed.

- Knowledge of the purpose of the charging system.
- Description of the layout of the charging system.
- Identification of the components of charging system.



- Basic knowledge of charging operation.
- The method of controlling the charging voltage.
- The Operation of different types of voltage regulator.
- Safety Practices while working on the charging system.
- Procedure to dismantle and assemble an alternator.
- Procedure to inspect and test alternator components.
- Procedure to service an alternator.
- The replacement procedure for worn out or damaged parts of an alternator.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the Automotive trade, which may include practising Automotive, trade assistant, enthusiasts and those who are involved in other professions wishing to undertake training in the charging system.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Feb 23- Mar 1	Narere	FTF	Day
Jun 6-24	Narere	Blended	Evening
Aug 3-9	Narere	FTF	Day

## Vehicle Electronic System

### Competencies Addressed.

- Understand the differences between analogue and digital electronics.
- Basic operation logic gates.
- Purpose and function of integrated circuits.
- The operation of memory devices used in automotive circuits.
- Basic operation of microprocessors.
- Knowledge of the purpose of vehicle electronic systems.
- The conditions sensed by electronic vehicle systems are described.
- Causes of damage to electronic control units.
- Importance of adhering to the vehicle manufacturer's specifications.
- Procedure to test defective components.
- Procedure to replace defective components.
- Procedure to test function of the repaired system.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the Automotive trade, which may include practising automotive works, trade assistants, enthusiasts and those who are involved in other professions wishing to undertake training in Vehicle Electronic System.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Mar 7-11	Narere	FTF	Day
Jul 5-21	Narere	Blended	Evening
Aug 29- Sep 2	Narere	FTF	Day

## Electronic Ignition System

### Competencies Addressed.

- Knowledge of the purpose of the electronic ignition system.
- Advantages Type of electronic ignition system.
- Description of the layout of the electronic ignition system.
- Identification of the components of the electronic ignition system.
- Knowledge of the function of each electronic ignition system component.
- Basic understanding of electronic ignition system operation.
- Type of electronic ignition system.
- Safety Practices while working on the electronic ignition system.
- Procedure to dismantle and assemble ignition distributor.
- Procedure to inspect and test an ignition distributor components.
- Procedure to test and service distributor less ignition system.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the Automotive trade, which may include carrying out automotive work, trade assistants, enthusiasts and those who are involved in other professions wishing to undertake training in Electronic Ignition System.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Mar 16-22	Narere	FTF	Day
Aug 3 – 31	Narere	Blended	Evening
Sep 12-16	Narere	FTF	Day

## Electronic Fuel Injection

### Competencies Addressed.

- Knowledge of the purpose of electronic fuel injection
- Advantages of electronic fuel injection
- Types of electronic fuel injection
- Identification of air induction, fuel and electronic control systems
- Basic knowledge of air induction, fuel and electronic control system components

- Basic knowledge of fuel system components
- Understand the operation of air induction, fuel and electronic control systems
- Procedure to service serviceable parts of air induction, fuel and electronic control system
- Procedure to replace replaceable parts of air induction, fuel and electronic control system.
- Practice general safety precautions while working EFI systems.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the Automotive trade which may include practising Automotive, trade assistant, enthusiasts and those who are involved in other professions wishing to undertake training in Electronic Fuel Injection.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Mar 25-31	Narere	FTF	Day
Sep 9-29	Narere	Blended	Evening
Sep 21-27	Narere	FTF	Day

## Engine Management Competencies Addressed.

- Knowledge of the purpose of Engine Management System.
- Description of the layout of Engine Management System.
- Identification of the components of the Engine Management System.
- Knowledge of the function of each Engine Management System components
- Basic understanding of Engine Management System.
- Safety Practices while working on Engine Management System.
- Procedure to inspect and test Engine Management System components.
- Procedure to service Engine Management System.
- The replacement procedure for damaged parts of Engine Management System.
- Basic knowledge to diagnose Engine Management System faults.
- Basic knowledge to test Engine Management System components.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the Automotive trade which may include practising Automotives, trade assistant, enthusiasts and those who are involved in other professions wishing to undertake training in Engine Management.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Apr 4-8	Narere	FTF	Day
Oct 3-20	Narere	Blended	Evening
Sep 30-6	Narere	FTF	Day

## Vehicle Instrumentation System

### Competencies Addressed.

- Knowledge on the functions of vehicle instrumentation system.
- Knowledge on the functions of vehicle instrumentation system components.
- Identifications of vehicle instrumentation system components.
- Types of instrumentation gauges.
- Identifications of different types of instrumentation gauges.
- Knowledge on thermal type gauge operations.
- Knowledge on mechanical type gauge operations.
- Knowledge on digital type gauge operations.
- Knowledge on fuel tank gauge operations.
- Types of sender units.
- Understand basic construction and operation of sender units.
- Troubleshooting faults in an instrumentation system.
- Basic servicing, testing and replacing of sender units.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the Automotive trade which may include practising automotives, trade assistant, enthusiasts and those who are involved in other professions wishing to undertake training in Vehicle Instrumentation System.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Apr 20- 26	Narere	FTF	Day
Oct 12-17	Narere	FTF	Day

## Automotive Air-conditioning

### Competencies Addressed.

- Knowledge of the purpose of the automotive air-conditioning system
- Description of the layout of the automotive air-conditioning system
- Identification of the components of the automotive air-conditioning system.

- Knowledge of the function of each automotive air-conditioning system components
- Basic knowledge of automotive air-conditioning system operation
- Safety Practices while working on the automotive air-conditioning system
- Procedure to service automotive air-conditioning system
- Replacement procedure for defective automotive air-conditioning system components

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the Automotive trade, which may include practising automotive, trade assistant, enthusiasts and those involved in other professions wishing to undertake training in Automotive Air-conditioning and Heating Systems.

**Fee:** \$198

Training Dates	Venue	Mode	Session
May 10-16	Narere	FTF	Day
Oct 20-31	Narere	FTF	Day

## ABS Brakes

### Competencies Addressed.

- Knowledge on the purpose of ABS, TCS and ESP brakes.
- Description of the layout of ABS, TCS and ESP brakes.
- Identification of the components of ABS, TCS and ESP brakes.
- Knowledge on the function of each ABS, TCS and ESP brakes components.
- Basic knowledge of ABS, TCS and ESP brakes operation.
- Safety Practices while working on ABS, TCS and ESP brakes system.
- Procedure to inspect and test ABS, TCS and ESP brakes system components.
- Procedure to service ABS, TCS and ESP brakes system.
- Basic knowledge to diagnose and repair ABS, TCS and ESP brakes systems.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the Automotive trade, which may include practising Automotive, trade assistants, enthusiasts and those who are involved in other professions wishing to undertake training in Electronic Braking System.

**Fee:** \$198

Training Dates	Venue	Mode	Session
May 19-25	Narere	FTF	Day
Nov 3-9	Narere	FTF	Day

## Vehicle Accessories System

### Competencies Addressed.

- Knowledge on the function of accessories system.
- Description of the layout of accessories system.
- Identification of the components of accessories system.
- Knowledge on the function of each accessories system components.
- Knowledge on the function of security system.
- Description of the layout of security system.
- Identification of the components of security system.
- Knowledge on the function of each security system component.
- Basic understanding of diagnosing and repairing security system faults.
- Knowledge on the function of the entertainment system.
- Description of the layout of the entertainment system.
- Knowledge on the installation of entertainment system.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the Automotive trade which may include practising Automotive, trade assistant, enthusiasts and those who are involved in other professions wishing to undertake training in Vehicle Accessories System.

**Fee:** \$198

Training Dates	Venue	Mode	Session
May 30- Jun 3	Narere	FTF	Day
Nov 14-8	Narere	FTF	Day

## Vehicle Wiring System

### Competencies Addressed.

- Knowledge on the purpose of lighting system
- Description of the layout of lighting system
- Identification of the components of lighting system.
- Knowledge on the function of each lighting system components
- Basic knowledge of lighting system operation
- Knowledge of the importance of relays, fuses and switches used in the lighting system
- Safety Practices while working on the lighting system
- Procedure to remove and replace light assembly

- Procedure to inspect and test lighting system circuit
- Procedure to adjust headlamps
- The replacement procedure for defective lamps
- Service procedure for the serviceable components lighting system
- The replacement procedure for fuses
- Basic knowledge to test relays
- Basic knowledge to test switches
- Knowledge on LTA requirements for the lighting system
- Knowledge on the purpose of interior lamps

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the Automotive trade, which may include practising automotive, trade assistant, enthusiasts and those who are involved in other professions wishing to undertake training in Vehicle Wiring System.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Jun 8-14	Narere	FTF	Day
Nov 24-30	Narere	FTF	Day

## Hybrid Electric Vehicle System

### Competencies Addressed.

- Types of Hybrid Electric Vehicles
- Construction of Hybrid Electric Vehicle System
- Operation of Hybrid Electric Vehicle System
- Hybrid Electric Vehicle safety
- Precautions to take in case of emergency
- Emergency shutdown of Hybrid Electric Vehicles

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the Automotive trade, which may include practising automotive electricians, trade assistants, enthusiasts and those who are involved in other professions wishing to undertake training in Hybrid Electric Vehicle systems.

**Fee:** \$385

Training Dates	Venue	Mode	Session
Jun 17-21	Narere	FTF	Day
Nov 3- 10	Narere	Blended	Evening
Nov 28- Dec 2	Narere	FTF	Day

## Hybrid Electric Vehicle Battery Service

### Competencies Addressed.

- Types of Hybrid Electric Vehicles Batteries
- Construction of High Voltage Batteries
- High voltage Battery testing
- High Voltage Battery replacement
- High Voltage Battery service
- High Voltage Battery disposal procedure

**Target Group:** This course is intended for participants from the automotive industry who has successfully completed Hybrid Electric Vehicle System and wishing to upgrade their skills and knowledge on testing, servicing, and replacing low and high voltage batteries on Hybrid Electric Vehicles (HEVs).

**Fee:** \$385

Training Dates	Venue	Mode	Session
Jun 22-24	Narere	FTF	Day
Nov 14-22	Narere	Blended	Evening
Dec 5-9	Narere	FTF	Day

## Heavy Commercial Vehicle Mechanic

### Computer Fundamentals and Applications (CRN 10208)

#### Competencies Addressed:

- Knowledge and operation desktops/laptops
- Application of MS Word 2013 and associated features
- Application of MS Excel 2013 and associated features
- Application of MS PowerPoint 2013 and associated features

**Target Group:** This course is intended for participants from industry who require some formal qualification or skills upgrade in the Heavy Automotive trade, which may include practising Heavy Automotive mechanics, labourers, enthusiasts and those who are involved in other non-automotive professions wishing to undertake training in computer fundamentals and applications.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Feb 7 - 15	Narere/Naceva Center	Blended	Day



## Workplace Communication and Ethics (CRN 10209)

### Competencies Addressed:

- Write workplace documents.
- Understand instructions, procedures and safety signage
- Demonstrate effective oral communication
- Participate in workplace meetings
- Understand the fundamental concepts of work ethics in the workplace

**Target Group:** This course is intended for participants from industry who require some formal qualification or skills upgrade in the Heavy Automotive trade, which may include practising Heavy Automotive mechanics, labourers, enthusiasts and those who are involved in other non-automotive wishing to undertake training in effective communication in the workplace.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Feb 17 - 25	Narere/Naceva Center	Blended	Day

## Trade Fundamental Calculations (CRN 10210)

### Competencies Addressed:

- Basics of mathematics
- Common SI Units, prefixes and mathematical number notations
- Basic algebra, solve and transpose simple algebraic equations
- Basic geometry
- Fundamentals laws of trigonometry.

**Target Group:** This course is intended for participants from industry who require some formal qualification or skills upgrade in the Heavy Automotive trade, which may include practising Heavy Automotive mechanics, labourers, enthusiasts and those who are involved in other non-automotive professions wishing to undertake training in trade fundamental calculations.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Mar 1 - 9	Narere/Naceva Center	Blended	Day

## Automotive Workshop Safety (OH and S) (CRN 10211)

- Competencies Addressed:
- Occupational Health and Safety 1996
- Health and safety at work regulations 1997 (Representatives and committees)

- Apply the basic safety procedures
- Personnel safety
- Classification of dangerous goods
- Workplace evacuation procedures
- Fire safety
- Understand the actions required in an emergency
- Manual handling

**Target Group:** This course is intended for participants from industries who require some formal qualification or skills upgrade in the Heavy Automotive trade, which may include practising Heavy Automotive mechanics, labourers, enthusiasts and those who are involved in other non-automotive professions wishing to undertake training in Automotive workshop safety (OH&S)

**Fee:** \$198

Training Dates	Venue	Mode	Session
Feb 7 - 18	Narere/Naceva Center	Blended	Evening
Mar 11 - 21	Narere/Naceva Center	Blended	Day

## Workshop Practice (CRN 10212)

### Competencies Addressed:

- Use of hand and cutting tools for workplace application
- Use of measuring tools for workplace application
- Use of power tools for workplace application
- Use of welding equipment.
- Select use, and maintain workshop equipment for workplace application knowledge of engineering materials

**Target Group:** This course is intended for participants from industry who require some formal qualification or skills upgrade in the heavy commercial vehicle trade, which may include practising Automotive mechanics, labourers, enthusiasts and those who are involved in other non-automotive wishing to undertake training in Workshop Practices.

**Fee:** \$330

Training Dates	Venue	Mode	Session
Mar 23 – Apr 5	Narere/Naceva Center	Blended	Day

## Workshop Tools and Equipment (CRN 10213)

### Competencies Addressed:

- Select, use and maintain hand tools for workplace operations
- Select, use and maintain cutting tools for workplace operations

- Select, use and maintain measuring instruments
- Select, use and maintain power tools for lifting and supporting equipment

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade, which may include practising mechanics/technicians, labourers, enthusiasts and those who are involved in other non-automotive professions in this industry wishing to undertake training in workshop tools and equipment.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Apr 7 - 19	Narere/Naceva Center	Blended	Day

## Bearings, Seals, Gaskets, Sealants and Adhesives (CRN 10214)

### Competencies Addressed:

- Prepare to select and use bearings, seals, gaskets, sealants and adhesives.
- Select and use sealants
- Prepare to install bearings, seals and gaskets
- Carry out installation of bearings, seals and gaskets

**Target Group:** This course is intended for participants from industry who require some formal qualification or skills upgrade in the Heavy Automotive trade, which may include practising Heavy Automotive mechanics, labourers, enthusiasts and those who are involved in other non-automotive professions wishing to undertake training in bearings, seals, gaskets and adhesives.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Apr 21 -27	Narere/Naceva Center	Blended	Day

## Diesel Engine Fundamentals (CRN 10215)

### Competencies Addressed:

- Principles of diesel engine operation
- Cylinder block components and operation
- Cylinder head, valve train and engine front end components and operation

**Target Group:** This course is intended for participants from industry who require some formal qualification or skills upgrade in the Heavy Automotive trade, which may include practising Heavy Automotive mechanics, labourers, enthusiasts and those who are involved in other non-automotive professions wishing to undertake training in Diesel engine fundamentals.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Apr 29 – May 9	Narere/Naceva Center	Blended	Evening
Feb 22 – Mar 7	Narere/Naceva Center	Blended	Day

## 2-Stroke Engine Principles (CRN 10216)

### Competencies Addressed:

- Identify the components in a small two-stroke engine.
- Explain the operation of two-stroke engine components  
Troubleshoot, servicing and repair a fault on engine two-stroke engines.

**Target Group:** This course is intended for participants from industry who require some formal qualification or skills upgrade in the Light Automotive trade, which may include practising Light Automotive mechanics, labourers, enthusiasts and those who are involved in other non-automotive professions wishing to undertake training in two-stroke engines.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Mar 9 - 22	Narere/Naceva Center	Blended	Evening
May 11 - 17	Narere/Naceva Center	Blended	Day

## Lubrication System (CRN 10217)

### Competencies Addressed:

- Identify the components in engine lubricating systems.  
Functions of the components and operations of engine lubricating systems.
- Correct lubricants, service components and correct fluids handling techniques
- Troubleshoot and repair faults on an engine lubrication system

**Target Group:** This course is intended for industry participants who require formal qualification or skills upgrade in the Light Automotive trade, which may include practising Light Automotive mechanics, labourers, enthusiasts, and those involved in other non-automotive professions wishing to undertake training in the lubricating system.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Mar 24 – Apr 6	Narere/Naceva Center	Blended	Evening
May 19 - 25	Narere/Naceva Center	Blended	Day

## Cooling System Service and Repairs (CRN 10218)

### Competencies Addressed:

- Requirements for cooling internal combustion engines
- Cooling system visual inspection and testing
- General service procedures for cooling systems
- Systematic diagnostic procedures for vehicle cooling systems
- Repair tasks on a vehicle fluid cooling system

**Target Group:** This course is intended for participants from the automotive industry who require formal training or skills upgrade in the automotive trade, which may include practising mechanics/technicians, labourers, enthusiasts and those who are involved in other non-automotive professions in this industry wishing to undertake training in Cooling System Service and Repair.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Apr 8 - 25	Narere/Naceva Center	Blended	Evening
May 27 – Jun 6	Narere/Naceva Center	Blended	Day

## Exhaust and Induction System (CRN 10219)

### Competencies Addressed:

- Operation of forced air intake and exhaust systems on a Diesel Engine
- Faults and the requirements of disassembly, inspection procedures and assembly of a turbocharged forced induction and exhaust system
- Inspect and test an exhaust system on a Diesel Engine.
- Remove, disassemble, inspect, assemble and refit a turbocharger fitted to a Diesel Engine
- Forced induction system inspection for repair
- Repair/replace engine forced-induction systems

**Target Group:** This course is intended for participants from the automotive industry who require formal training or skills upgrade in the automotive trade, which may include practising mechanics/technicians, labourers, enthusiasts and those who are involved in other non-automotive professions in this industry wishing to undertake training in Exhaust and Induction System Service and Repair.



**Fee:** \$165

Training Dates	Venue	Mode	Session
Apr 27 – May 10	Narere/Naceva Center	Blended	Evening
Jun 8 - 14	Narere/Naceva Center	Blended	Day

## **Diesel Injection Pump and Injector Service (CRN 10220)**

### **Competencies Addressed:**

- Knowledge of automotive fuel and diesel engine fuel subsystems.
- Mechanically managed diesel fuel system.
- Fuel filter servicing
- Injector service
- Diesel fuel injection pump removal.
- Diesel fuel injection pump replacement

**Target Group:** This course is intended for participants from the automotive industry who require formal training or skills upgrade in the automotive trade, which may include practising mechanics/technicians, labourers, enthusiasts and those who are involved in other non-automotive professions in this industry wishing to undertake training in injection pump and injector Service.

**Fee:** \$198

Training Dates	Venue	Mode	Session
May 12 – 25	Narere/Naceva Center	Blended	Evening
Jun 16 - 24	Narere/Naceva Center	Blended	Day

## **Diesel Engine Fault Diagnosis and Tuning (CRN 10221)**

### **Competencies Addressed:**

- Engine mechanical problem diagnosis
- Engine performance problems
- Engine testing instruments
- Compression test engine
- Perform tune up

**Target Group:** This course is intended for participants from the automotive industry who require formal training or skills upgrade in the automotive trade, which may include practising mechanics/technicians, labourers, enthusiasts and those who are involved in other non-automotive professions in this industry wishing to undertake training in Diesel Engine Fault Diagnosis and Tuning

**Fee:** \$198

Training Dates	Venue	Mode	Session
May 27 – Jun 9	Narere/Naceva Center	Blended	Evening
Jun 28 – Jul 6	Narere/Naceva Center	Blended	Day

## **Diesel Engine Overhaul (CRN 10222)**

### **Competencies Addressed:**

- Engine removal, disassembly and parts cleaning
- Engine bottom end service
- Top-end service
- Front end service and engine installation

**Target Group:** This course is intended for participants from industry who require some formal qualification or skills upgrade in the Heavy Automotive trade, which may include practising Heavy Automotive mechanics, labourers, enthusiasts and those who are involved in other non-automotive professions wishing to undertake training in Diesel engine overhaul.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Jun 13 - 24	Narere/Naceva Center	Blended	Evening
Jul 8 - 18	Narere/Naceva Center	Blended	Day

## **Clutch System Service and Repair (CRN 10223)**

### **Competencies Addressed:**

- Operating principles of a clutch
- Clutch adjustment procedures
- Clutch Brake functions and operation
- Troubleshoot a clutch for wear and damage and demonstrate clutch replacement

**Target Group:** This course is intended for participants from the automotive industry who require formal training or skills upgrade in the automotive trade, which may include practising mechanics/technicians, labourers, enthusiasts and those who are involved in other non-automotive professions in this industry wishing to undertake training in Clutch System Service and Repair.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Jun 28 – Jul 11	Narere/Naceva Center	Blended	Evening
Jul 20 - 26	Narere/Naceva Center	Blended	Day

## Standard Transmission Service and Repair (CRN 10224)

### Competencies Addressed:

- Standard manual transmission components and functions
- Periodic preventative maintenance inspection
- Troubleshooting standard transmissions
- Transmission overhaul
- Auxiliary section overhaul
- Troubleshooting air shift systems

**Target Group:** This course is intended for participants from the automotive industry who require formal training or skills upgrade in the automotive trade, which may include practising mechanics/technicians, labourers, enthusiasts and those who are involved in other non-automotive professions in this to undertake training in Standard Transmission Service and Repair.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Jul 13 - 26	Narere/Naceva Center	Blended	Evening
Jul 28 – Aug 5	Narere/Naceva Center	Blended	Day

## Automatic Transmission Service and Repair (CRN 10225)

### Competencies Addressed:

- Automatic transmission components and functions.
- Inspect semi-automatic, automatic transmission
- Conduct inspection and analyze results.
- Prepare and service transmission
- Carry out service to transmission

**Target Group:** This course is intended for participants from the automotive industry who require formal training or skills upgrade in the automotive trade, which may include practising mechanics/technicians, labourers, enthusiasts and those who are involved in other non-automotive professions in this industry wishing to undertake training in Automatic Transmission Service and repair.

**Fee:** \$198



Training Dates	Venue	Mode	Session
Aug 9 - 17	Narere/Naceva Center	Blended	Day

## Suspension System Service and Repair (CRN 10226)

### Competencies Addressed:

- Suspension system functions, components and configurations.
- Inspect and service suspension systems and associated components
- Inspection and analysis of the system
- Carry out service

**Target Group:** This course is intended for participants from the automotive industry who require formal training or skills upgrade in the automotive trade, which may include practising mechanics/technicians, labourers, enthusiasts and those who are involved in other non-automotive professions in this industry wishing to undertake training in Standard Transmission Service and Repair.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Jul 28 – Aug 10	Narere/Naceva Center	Blended	Evening
Aug 19 - 29	Narere/Naceva Center	Blended	Day

## Drive Axle Service and Repair (CRN 10227)

### Competencies Addressed:

- Demonstrate knowledge of the heavy vehicle and machine driveline and drive assembly operation and terminology.
- Prepare to undertake inspections and servicing of drivelines
- Conduct inspections and analyze results
- Carry out service
- Prepare vehicle/ equipment for use or storage

**Target Group:** This course is intended for participants from the automotive industry who require formal training or skills upgrade in the automotive trade, which may include practising mechanics/technicians, labourers, enthusiasts and those who are involved in other non-automotive professions in this industry wishing to undertake training in Drive Axles Service and Repair.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Aug 12 – 25	Narere/Naceva Center	Blended	Evening
Aug 31 – Sep 9	Narere/Naceva Center	Blended	Day

## Steering System Service and Repair (CRN 10228)

### Competencies Addressed:

- Repairs of front axle components
- Manual steering system
- Power steering system
- Electronically variable power steering system.

**Target Group:** This course is intended for participants from the automotive industry who require formal training or skills upgrade in the automotive trade, which may include practising mechanics/technicians, labourers, enthusiasts and those who are involved in other non-automotive professions in this industry wishing to undertake training in Steering System Service and Repair.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Aug 29 – Sep 12	Narere/Naceva Center	Blended	Evening
Sep 13 - 21	Narere/Naceva Center	Blended	Day

## Wheel Alignment and Tires (CRN 10228)

### Competencies Addressed:

- Steering angles and axle alignment and tire wear, directional stability and handling
- Configurations and types of Wheels, Rims and Tires and wheel balancing
- Tire, Rim, and Wheel Service
- Wheel Hubs, Bearings, and Seals

**Target Group:** This course is intended for participants from the automotive industry who require formal training or skills upgrade in the automotive trade, which may include practising mechanics/technicians, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in Wheel Alignment and Tires.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Sep 14 - 27	Narere/Naceva Center	Blended	Evening
Sep 23 - 29	Narere/Naceva Center	Blended	Day

## Brake System Fundamentals (CRN 10229)

### Competencies Addressed:

- Principles of operation of a hydraulic brake system.
- Principles of operation of an air over hydraulic brake system.
- Principles of operations of the air brake system
- Operation of a typical hydraulic ABS.

**Target Group:** This course is intended for participants from the automotive industry who require formal training or skills upgrade in the automotive trade, which may include practising mechanics/technicians, labourers, enthusiasts and those who are involved in other non-automotive professions in this industry wishing to undertake training in Brake System Fundamentals.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Aug 29 – Sep 12	Narere/Naceva Center	Blended	Evening
Sep 13 - 21	Narere/Naceva Center	Blended	Day

## Air Brake Servicing (CRN 10231)

### Competencies Addressed:

- Brake testing and analysis
- Air brake system troubleshooting
- Brake systems and associated components

**Target Group:** This course is intended for participants from the automotive industry who require formal training or skills upgrade in the automotive trade, which may include practising mechanics/technicians, labourers, enthusiasts and those who are involved in other non-automotive professions in this industry wishing to undertake training in Air Brake Servicing.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Oct 12 - 20	Narere/Naceva Center	Blended	Day

## Vehicle Periodic Maintenance (CRN 10232)

### Competencies Addressed:

- Setting up a maintenance program
- Out of service or dead lining a vehicle
- Preventative Maintenance Scheduling
- Lubricant selection

**Target Group:** This course is intended for participants from the automotive industry who require formal training or skills upgrade in the automotive trade, which may include practising mechanics/technicians, labourers, enthusiasts and those who are involved in other non-automotive professions in this industry wishing to undertake training in Vehicle Preventative Maintenance.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Oct 17 - 28	Narere/Naceva Center	Blended	Evening
Oct 24 - 28	Narere/Naceva Center	Blended	Day

## Fundamentals of Electricity (CRN 10233)

### Competencies Addressed:

- Electrical and electronics basics
- Engine Management Systems
- Wiring Diagrams and application of Safety Devices
- Battery Service and testing

**Target Group:** This course is intended for participants from the automotive industry who require formal training or skills upgrade in the automotive trade, which may include practising mechanics/technicians, labourers, enthusiasts and those who are involved in other non-automotive professions in this industry wishing to undertake training in Fundamentals of Electricity.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Nov 1 - 14	Narere/Naceva Center	Blended	Evening
Nov 1 - 7	Narere/Naceva Center	Blended	Day

## Hydraulic Fundamentals and Applications (CRN 10234)

### Competencies Addressed:

- Hydraulic principles of applying to automotive components.
- Good work practices when repairing hydraulic systems.
- Hydraulic systems and components are used in automotive applications.

**Target Group:** This course is intended for participants from the automotive industry who require formal training or skills upgrade in the automotive trade, which may include practising mechanics/technicians, labourers, enthusiasts and those who are involved in other non-automotive professions in this industry wishing to undertake training in Hydraulic Fundamentals and Applications.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Nov 15 - 19	Narere/Naceva Center	Blended	Day

## Light Automotive

### Computer Fundamentals and Applications (DTTLA304)

#### Competencies Addressed:

- On, Log on, log off and off the computer.
- Understand the fundamental knowledge of computers and their operation.
- Create your Word document.
- Insert page numbers, headers, and footers in an MS Word 2016 document
- Create a spreadsheet and use basic Excel mathematical functions.
- Create graphs and charts using MS Excel 2016
- Use Excel tables to manage information
- Create a PowerPoint 2016 presentation
- Insert photos into PowerPoint

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade, which may include practising automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in computer fundamentals and applications.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Feb 7 - 15	Narere/Naceva	Blended	Day

### Communication and Ethics (DTTLA303)

#### Competencies Addressed:

- Awareness of Communication Styles
- Basics of Good Communication Practice
- Non-Verbal and Verbal Communication
- Knowledge of graphic communication and workplace signages.
- Developing Effective Communication Skills
- Listening Effectively and Responding Appropriately
- Soft Skills – Tone, Courtesy and Assertiveness
- Emotional Intelligence- Empathy, Tact and Diplomacy



- Knowledge on receiving calls, note messages, and timely feedback
- Organizing meetings and taking minutes.
- The procedure of a job interview.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade, which may include practising automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in communication and ethics in the workplace.

**Fee:** \$198.00

Training Dates	Venue	Mode	Session
Feb 17 - 25	Narere/Naceva	Blended	Day

## Trade Calculation Fundamental (DTTLA305)

### Competencies Addressed:

- Adding of whole numbers
- Subtracting of whole numbers
- Basic multiplication of whole numbers
- The basic division of whole numbers
- Adding of decimal numbers.
- Subtracting of decimal numbers.
- Multiplying of decimal numbers.
- Dividing of decimal numbers.
- Adding fractions, improper fractions, and mixed numbers
- Subtracting fractions, improper fractions, and mixed numbers
- Multiplying fractions, improper fractions, and mixed numbers
- Dividing fractions, improper fractions, and mixed numbers
- Changing fractions to decimals.
- Rules in multiplying and dividing negative numbers
- Rules in adding and subtracting signed numbers.
- Understand common SI Units, prefixes and mathematical number notations
- Knowledge of ratios, proportions, and percentages.
- Basic algebra and how to solve algebraic equations.
- Angle measures, circular measures, cylinders and metric systems.
- Knowledge of basic geometrical functions.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade, which may include practising automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in trade calculations fundamental.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Mar 1 - 9	Narere/Naceva	Blended	Day

## **Automotive Workshop Safety (OHS) (DTTLA301)**

### **Competencies Addressed.**

- Awareness on Occupational Health and Safety Act 1996.
- Adhere to OHandS requirements.
- Use of appropriate personal protective equipment.
- Adhere to workplace emergencies procedure.
- Develop an emergency plan.
- How to alert employees to an emergency.
- Establish evacuation routes and exits.
- Knowledge of element of fire.
- Probable causes of fire and types of fire.
- Types of fire extinguishers and methods for fighting fire.
- Knowledge on hazard management and risk.
- Steps to risk assessment and what is risk assessment.
- Types of hazards.
- Classification of dangerous goods. Response to an emergency.
- How to eliminate, minimize hazards.
- Identify and eliminate hazards in an automotive working environment.
- Knowledge to attend on body injuries, work caused illness, dangerous event, and work injury.
- Step in filling the workplace accident form.
- Performing basic first aid.
- Manage external bleeding and another type of wounds or fractures.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade, which may include practising automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other wishing to undertake training in automotive safety.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Mar 11 - 21	Narere/Naceva	Blended	Day
Feb 7 -18	Narere/Naceva	Blended	Evening

## Automotive Workshop Practice (DTTLA302)

### Competencies Addressed:

- Identify and name different types of automotive hand tools, power tools and measuring tools.
- Identify and name automotive equipment and machines.
- Use of marking tools, measuring tools, cutting tools, hand drill, rivet gun, files, cutters and finishing tools.
- Adhere to OHandS requirements and tools maintenance.
- Use of appropriate personal protective equipment.
- Use of automotive equipment lifts and hoists.
- Use of power tools, drills machine, and bench grinders.
- Gas welding set up and welding practice.
- Material selections and project work.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade, which may include practising automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in automotive workshop practice.

**Fee:** \$330

Training Dates	Venue	Mode	Session
Mar 23 – Apr 5	Narere/Naceva	Blended	Day

## Automotive Industry environmental standard and Regulations (DTTLA406)

### Competencies Addressed:

- Vehicle exhausts and emissions are minimized and not permitted to collect in the workplace.
- Welding is correctly demonstrated in a well-ventilated area.
- Hazards of gases are monitored, minimized, and contained.
- Hazards of airborne particles are monitored, minimized, and contained.
- Noise generating activities are minimized and carried out within approved operating hours.
- Using recommended ear protection in the appropriate area is correctly demonstrated.
- Knowledge on how heavily vacate noise pollution areas is correctly demonstrated.
- Reasonable and practicable measures to prevent or minimize the harm and do general cleaning up in the workshop are demonstrated.
- The basic concept of housekeeping in the workplace is demonstrated.



**Target Group:** This course is intended for industry participants who require formal qualification or skills upgrade in the Automotive trade, which may include practising Automotive mechanics, labourers, enthusiasts, and those involved in other non-automotive professions wishing to undertake training in Automotive Industry environmental standards and Regulations.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Apr 7 - 13	Narere/Naceva	Blended	Day

## Automotive Mechanical, Hydraulic and Pneumatic Principles (DTTLA408)

### Competencies Addressed:

- Knowledge in mechanical terminology.
- Basic understanding on leverage and its application to the automotive industry.
- Knowledge on mechanical advantages and assistance.
- Knowledge on frictional materials and their applications.
- Types of dampening materials used in the automotive industry.
- Knowledge on hydraulic principles and their application to the automotive industry.
- What are hydraulic assistance and its application to the automotive industry?
- How do hydraulic damping work and its application to the industry?
- Basic procedure in servicing hydraulic system.
- Knowledge on pneumatic principles and its application to the automotive industry.
- The basic procedure in servicing pneumatic machines, tools and other related equipment's.
- Differentiate materials used in the automotive industry.
- Know what ferrous and non-ferrous material and their applications is.
- Know what metallic and non-metallic material and their applications is.
- Precautions must be taken when working with different materials.
- Heat treatment on materials and knowledge on what is heat.
- Basic knowledge on power train.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade, which may include practising automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in automotive mechanical, hydraulic and pneumatic principles.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Apr 19 - 25	Narere/Naceva	Blended	Day

## Automotive Engine Principles (DTTLA409)

### Competencies Addressed:

- The cycle of a four-stroke petrol engine
- The cycle of a four-stroke diesel engine.
- The cycle of rotary engines.
- The basic cycle of a two-stroke engine.
- Components functions and operations of petrol engines.
- Components functions and operations of engine engines.
- Components functions and operations of rotary engines.
- Basic information on hybrid engines.
- Other alternative types of engines are used in the automotive industry.
- Engine performance calculations, engine capacity, swept volume, clearance volume and compression ratio.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade, which may include practising automotive, labourers, enthusiasts and those who are involved in other non-automotive professions wishing to undertake training in Automotive Engine Principles.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Apr 29 – May 5	Narere/Naceva	Blended	Day
Feb 22 – Mar 7	Narere/Naceva	Blended	Evening

## Two-Stroke Engines (DTTLA431)

### Competencies Addressed:

- Knowledge on the functions of two-stroke components.
- Identifications of two-stroke engine components.
- Advantages of two-stroke over four-stroke engines.
- Safety Practices while working with two-stroke engines.
- Special Tools and Operating Equipment
- Manufacturers' Engine Identification System
- Parts/Service Information
- Flywheel Magneto Ignition Systems
- Secondary Circuit Ignition Services

- Using Metric and English Micrometers, Torque Wrenches, Plastic-Gauge
- Run/adjust engine, recoil starter, air cleaners, crankcase oil , valves, piston and rings
- Flywheel Air Gap, Valve Tappet Clearance
- The Use of Oil, Oil Types and Other Lubricants
- Mix Fuel for two-Cycle Engines
- Removal and service of ignition systems of two-stroke engines.
- Removal and service of fuel systems of two-stroke engines.
- Checks for components wear and damage.
- Troubleshooting two-stroke engine faults.
- Use manufacture manuals on two-stroke engine servicing and repair.
- Test repair works and cleaning of work areas.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade, which may include practising automotive trade persons, trade assistants, labourers, enthusiasts, and those involved in other professions wishing to undertake training in two-stroke engines.

**Fee:** \$165

Training Dates	Venue	Mode	Session
May 11 - 17	Narere/Naceva	Blended	Day
Mar 9 - 22	Narere/Naceva	Blended	Evening

## Lubricating System (DTTLA410)

### Competencies Addressed:

- Knowledge on the functions of lubricating systems components.
- Identifications of lubricating systems components.
- Interpretation of information on engine oil containers
- Labelling and storing used oil and unused engine oil.
- Removal of engine lubricating components.
- Checks for components wear and damage.
- Troubleshooting lubricating faults.
- Use manufacture manuals on engine lubricating system servicing and repair.
- Test repair works and cleaning of work areas.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade, which may include practising automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in Lubricating Systems.

**Fee:** \$165

Training Dates	Venue	Mode	Session
May 19 - 25	Narere/Naceva	Blended	Day
Mar 24 - Apr 6	Narere/Naceva	Blended	Evening

## Cooling System Service and Repair (DTTLA411)

### Competencies Addressed:

- Knowledge on the functions of cooling systems components.
- Identifications of cooling systems components.
- Interpretation of information on engine coolant containers
- Labelling and storing used coolant and unused engine coolant.
- Removal of the engine cooling system components.
- Checks for components wear and damage.
- Troubleshooting cooling faults.
- Use manufacture manuals on engine cooling system servicing and repair.
- Test repair works and cleaning of work areas.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade, which may include practising automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in Cooling Systems.

**Fee:** \$165

Training Dates	Venue	Mode	Session
May 27 - Jun 2	Narere/Naceva	Blended	Day
Apr 8 - 25	Narere/Naceva	Blended	Evening

## Inspect and Repair Engine Force Induction Systems (DTTLA422)

### Competencies Addressed:

- Knowledge on the functions of intake system components.
- Knowledge on the functions of exhaust system components.
- Identifications of intake and exhaust engine components.
- Knowledge on turbocharging operations.
- Knowledge on supercharging operations.
- Knowledge on intercooler operations.
- Removal and service of engine turbochargers.

- Removal and service engine intercooler.
- Checks for components wear and damage.
- Troubleshooting engine force induction system faults.
- Use manufacture manuals on engine force induction system servicing and repair.
- Test repair works and cleaning of work areas.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade, which may include practising automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in inspecting and repair of engine force induction systems.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Jun 8 - 14	Narere/Naceva	Blended	Day
Apr 27 – May 10	Narere/Naceva	Blended	Evening

## Light Vehicle Fuel System (DTTLA412)

### Competencies Addressed:

- Knowledge on the functions of fuel systems components.
- Identifications of fuel systems components.
- Interpretation of information on types of fuel (petrol octane rating and diesel cetane rating).
- Labelling and storing used fuel and the unused engine coolant.
- Removal and service of petrol engine fuel systems components (carburettor).
- Removal and service of petrol engine fuel systems components (Electronic Fuel Injection).
- Removal and service of diesel engine fuel systems components.
- Check for components in terms of wear and damage.
- Troubleshooting fuel system faults.
- Use manufacture manuals on engine fuel system servicing and repair.
- Test repair works and cleaning of work areas.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade, which may include practising automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in Light Vehicle Fuel System.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Jun 16 -22	Narere/Naceva	Blended	Day
May 12 - 25	Narere/Naceva	Blended	Evening

## Light Vehicle Engine Troubleshooting (DTTLA421)

### Competencies Addressed:

- Awareness of troubleshooting tools usage.
- Developing Skills in the correct usage of engine troubleshooting tools.
- Special Tools and Operating Equipment
- Manufacturers' Engine Identification System
- Use of On-Board Diagnostic machine.
- Use of physical sense to troubleshoot engine faults.
- Use of diagnostic manual without machines.
- Use manufacture manuals on troubleshooting engine components.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade, which may include practising automotive trade persons, trade assistants, labourers, enthusiasts, and those who are involved in other professions wishing to undertake training in Light Vehicle Engine Troubleshooting.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Jun 28 – Aug 04	Narere/Naceva	Blended	Day
May 27 – Jun 09	Narere/Naceva	Blended	Evening

## Engine Overhaul and Measurement (DTTLA420)

### Competencies Addressed:

- Awareness of measuring tools usage.
- Developing Skills in the correct use of engine measuring tools.
- Knowledge on measuring crankshaft ovality, taper, endplay physical conditions
- Knowledge on measuring camshaft ovality, taper, endplay physical conditions
- Measuring cylinder bore to piston clearance, cylinder ridge, scores, taper, and ovality.
- Cylinder head warpage, cracks, scores and physical damage.
- Valve to valve guide clearance.
- Valve grinding, spring straightness, spring free length.
- Piston ring groove clearance, ring end gap.

- Adjusting tappet, Fitting timing belt and chain, distributor timing.
- Special Tools and Operating Equipment
- Manufacturers' Engine Identification System
- Parts/Service Information
- Using Metric and English Micrometers, Torque Wrenches, Plastic-Gauge
- Checks for components wear and damage.
- Use manufacture manuals on measuring engine components.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade which may include practising automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in engine overhaul and measurements.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Jul 08 - 14	Narere/Naceva	Blended	Day
Jun 13 - 24	Narere/Naceva	Blended	Evening

## Clutch System Service and Repair (DTTLA427)

### Competencies Addressed:

- Knowledge on the functions of clutch system components.
- Identifications of intake clutch system components.
- Knowledge on clutch system operations.
- Removal and service of the clutch system.
- Checks for components wear and damage.
- Troubleshooting clutch system faults.
- Use manufacture manuals on clutch system servicing and repair.
- Test repair works and cleaning of work areas.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade, which may include practising automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in light vehicle clutch service and repair.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Jul 20 - 26	Narere/Naceva	Blended	Day
Jun 28 - Jul 11	Narere/Naceva	Blended	Evening

## Light Vehicle Manual Transmission Service and Repair (DTTLA414)

### Competencies Addressed:

- Knowledge on the functions of manual transmission components.
- Knowledge on the functions of manual transaxle components.
- Identifications of manual transmission components.
- Identifications of manual transaxle components.
- Knowledge on manual transmission operations.
- Knowledge on manual transaxle operations.
- Power flow on 1st, 2nd, 3rd, 4th, 5th, and reverse gear.
- The gear ratio on 1st, 2nd, 3rd, 4th, 5th, and reverse gear.
- Removal and service of the manual transmission/axle.
- Selection and handling of manual gear oil.
- Checks for components wear and damage.
- Troubleshooting transmission/transaxle faults.
- Use manufacture manuals on transmission/transaxle servicing and repair.
- Test repair works and cleaning of work areas.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade, which may include practising automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in Light Vehicle Manual Transmission Service and Repair.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Jul 28 – Aug 3	Narere/Naceva	Blended	Day
Jun 28 – Jul 11	Narere/Naceva	Blended	Evening

## Light Vehicle Automatic Transmission servicing (DTTLA423)

### Competencies Addressed:

- Knowledge on functions of automatic transmission components.
- Knowledge on functions of automatic transaxle components.
- Identifications of automatic transmission components.
- Identifications of automatic transaxle components.
- Knowledge on automatic transmission operations.
- Knowledge on automatic transaxle operations.
- Power flow on and gear ratio on automatic transmission/transaxle.
- Removal and service of the automatic transmission/axle.
- Selection and handling of automatic transmission fluid.
- Checks for components wear and damage.



- Troubleshooting automatic transmission/transaxle faults.
- Use manufacture manuals on automatic transmission/transaxle servicing and repair.
- Test repair works and cleaning of work areas.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade, which may include practising automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in light vehicle automatic transmission servicing.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Aug 09 - 15	Narere/Naceva	Blended	Day
Jul 13 - Jul 26	Narere/Naceva	Blended	Evening

## Suspension System Service and Repair (DTTLA418)

### Competencies Addressed:

- Knowledge on the functions of front suspension system components.
- Knowledge on the functions of rear suspension system components.
- Identifications of front suspension system components.
- Identifications of rear suspension system components.
- Knowledge on the front suspension system operations.
- Knowledge on the rear suspension system operations.
- Independent suspension, rigid suspension, unibody construction.
- Removal and service suspension system.
- Selection and handling of suspension lubricant.
- Checks for components wear and damage.
- Troubleshooting suspension faults.
- Use manufacture manuals on suspension system servicing and repair.
- Test repair works and cleaning of work areas.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade, which may include practising automotive trade persons, trade assistants, labourers, enthusiasts, and those involved in other professions wishing to undertake training in light vehicle suspension systems service and repair.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Aug 19 - 25	Narere/Naceva	Blended	Day
Jul 28 - Aug 10	Narere/Naceva	Blended	Evening

## Final Drive and Differential Service and Repair (DTTLA415)

### Competencies Addressed:

- Knowledge on functions of final drive components.
- Knowledge on the functions of differential components.
- Identifications of final drive components.
- Identifications differential components.
- Knowledge on final drive operations.
- Knowledge on differential operations.
- Driveshaft, rear axle, constant velocity joints, universal joint, and slip yoke.
- Hunting and non-hunting differential.
- Integral and removable differential housing.
- Removal of the final drive and differential components for service.
- Selection and handling of differential lubricant, CV lubricant, and universal joint lubricant.
- Checks for components wear and damage.
- Troubleshooting faults.
- Use manufacture manuals on servicing and repair.
- Test repair works and cleaning of work areas.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade, which may include practising automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in Light Vehicle Final Drive and Differential Service and Repair.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Aug 31 – Sep 05	Narere/Naceva	Blended	Day
Aug 12 – Aug 25	Narere/Naceva	Blended	Evening

## Steering System Service and Repair (DTTLA417)

### Competencies Addressed:

- Knowledge on the functions of rack and pinion steering system components.
- Knowledge on the functions of linkage-type steering system components.
- Identifications of rack and pinion steering system components.
- Identification of linkage-type steering system components.
- Knowledge on rack and pinion steering system operations.
- Knowledge on linkage-type steering system operations.
- Manual steering, power steering, electronic controlled steering, and four-wheel steering.

- Removal of steering system components for service.
- Selection and handling of steering fluid during servicing.
- Checks for components wear and damage.
- Troubleshooting faults.
- Use manufacture manuals on servicing and repair.
- Test repair works and cleaning of work areas.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade, which may include practising automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in light vehicle steering system service and repair.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Sep 13 - 19	Narere/Naceva	Blended	Day
Aug 29 - Sep 12	Narere/Naceva	Blended	Evening

## Wheel alignment and Tires (DTTLA419)

### Competencies Addressed:

- Knowledge on steering angles, positive caster, negative caster, positive camber, negative camber, steering axis inclination, toe angles, and toe on turns.
- Perform wheel alignment manually and use of laser machine.
- Inspect tire condition; identify tire wear patterns; check for correct size and application (load and speed ratings), adjust air pressure; determine necessary action.
- Rotate tires according to the manufacturer's recommendations.
- Dismount, inspect, and remount tire on the wheel; balance wheel and tire assembly (static and dynamic).
- Dismount, inspect, and remount tire on wheel equipped with tire pressure monitoring system sensor.
- Inspect tire and wheel assembly for air loss; perform necessary action.
- Repair tire using the internal patch.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade, which may include practising automotive trade persons, trade assistants, labourers, enthusiasts, and those involved in other professions wishing to undertake training in wheel alignment and tyres.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Sep 23 - 29	Narere/Naceva	Blended	Day
Sep 14 - Sep 27	Narere/Naceva	Blended	Evening

## Hydraulic Brake Service and Repair (DTTLA428)

### Competencies Addressed:

- Knowledge on functions of drum brake system components.
- Knowledge on functions of disc brake system components.
- Identifications of drum brake system components.
- Identifications disc brake system components.
- Knowledge on drum brake system operations.
- Knowledge on disc brake system operations.
- Procedure for performing a road test to check brake system operation, including an anti-lock brake system (ABS).
- Check master cylinder for external leaks and proper operation.
- Inspect brake lines, flexible hoses, and fittings for leaks, dents, kinks, rust, cracks, bulging, wear, loose fittings and supports; determine necessary action.
- Select, handle, store, and fill brake fluids to proper level.
- Test brake fluid for contamination.
- Remove, clean, inspect, and measure brake drum diameter; determine necessary action and remove, clean, and inspect brake shoes, springs, pins, clips, levers, adjusters/self-adjusters, other related brake hardware, and backing support plates; lubricate and reassemble.
- Pre-adjust brake shoes and parking brake; install brake drums or drum/hub assemblies and wheel bearings; make final checks and adjustments.
- Remove and clean calliper assembly; inspect for leaks and damage/wear to calliper housing; determine necessary action
- Remove, inspect, and replace pads and retaining hardware; determine necessary action.
- Clean and inspect rotor, measure rotor thickness, thickness variation, and lateral runout; determine necessary action.
- Check brake pad wear indicator; determine necessary action.
- Check parking brake cables and components for wear, binding, and corrosion; clean, lubricate, adjust or replace as needed.
- Check parking brake operation and parking brake indicator light system operation; determine necessary action.
- Check operation of brake stop light system.
- Troubleshooting faults.
- Use manufacture manuals on servicing and repair.
- Test repair works and cleaning of work areas.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade, which may include

practising automotive trade persons, trade assistants, labourers, enthusiasts, and those involved in other professions wishing to undertake training in hydraulic brake service and repair.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Oct 03 – 07	Narere/Naceva	Blended	Day
Sep 29 – Oct 13	Narere/Naceva	Blended	Evening

## Automotive Battery and Safety (DTTLA428)

### Competencies Addressed:

- Battery functions and theory.
- Perform battery state-of-charge test; determine necessary action.
- Confirm proper battery capacity for vehicle application; perform battery capacity test; determine necessary action.
- Maintain or restore electronic memory functions.
- Inspect and clean battery; fill battery cells; check battery cables, connectors, clamps, and hold-downs.
- Perform slow/fast battery charge according to manufacturer's recommendations.
- Jump-start vehicle using jumper cables and a booster battery or an auxiliary power supply.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade, which may include practising automotive trade persons, trade assistants, labourers, enthusiasts, and those involved in other professions wishing to undertake training in Automotive Battery and Safety.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Oct 12 - 18	Narere/Naceva	Blended	Day

## Vehicle Periodic Maintenance (DTTLA430)

### Competencies Addressed:

- Review vehicle service history and benefits of periodic maintenance.
- Different between minor service and major service.
- Knowledge of total preventative maintenance.
- Identify information needed and the service requested on a repair order.
- Identify the purpose and demonstrate proper use of fender covers, mats.

- Vehicle walk around checks, in-cab checks, External Checks, Mirrors and Windows
- Mirrors secure and aligned, Load Security, Wheels and Tyres, Lights, Indicators and Reflectors, Access
- Demonstrate use of the three Cs (i.e., Concern, Cause, and Correction).
- Knowledge on the complete work order to include customer information, vehicle identifying information, customer concern, related service history, cause, and correction.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade, which may include practising automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in vehicle servicing.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Oct 24 – 28	Narere/Naceva	Blended	Day
Oct 17 – Oct 28	Narere/Naceva	Blended	Evening

## Automotive Electrical Principles (DTTLA428)

### Competencies Addressed:

- Knowledge of electrical/electronic series, parallel, and series-parallel circuits using principles of electricity (Ohm's Law).
- Properly use a digital multimeter (DMM) when measuring source voltage, voltage drop (including grounds), current flow, and resistance.
- Check operation of electrical circuits with a test light
- Check operation of electrical circuits with fused jumper wires.
- Inspect and test fusible links, circuit breakers, and fuses; determine necessary action.
- Perform solder repair of electrical wiring.
- Perform starter service, repair, test, and current draw test; determine necessary action.
- Perform charging system service, repair, test and output test; determine necessary action
- Inspect, adjust, or replace generator (alternator) drive belts; check pulleys and tensioners for wear; check pulley and belt alignment.
- Inspect the interior and exterior lamps and sockets, including headlights and auxiliary lights (fog lights/driving lights); replace as needed.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade, which may include practising automotive trade persons, trade assistants, labourers, enthusiasts

and those who are involved in other professions wishing to undertake training in Automotive Electrical Principles

**Fee:** \$165

Training Dates	Venue	Mode	Session
Nov 1-9	Narere/Naceva	Blended	Day
Nov 1–Nov 14	Narere/Naceva	Blended	Evening

## Gas Fuel System (DTTLA413)

### Competencies Addressed:

- Knowledge on the functions of gas fuel systems components.
- Identifications of the gas fuel systems components.
- Safety must be followed when working with gas fuel vehicles.
- Removal and service of the gas engine fuel systems components.
- Checks for components wear and damage.
- Troubleshooting on gas fuel system faults.
- Use manufacture manuals on engine gas fuel system servicing and repair.
- Test repair works and cleaning of work areas.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade, which may include practising automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in Gas Fuel System.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Nov 11 - 17	Narere/Naceva	Blended	Day

## Engineering Science for Automotive Technician (DTTLA425)

### Competencies Addressed:

- Gear ratio calculation, power flow from given gear box and ratio calculation.
- Find road speed given tire diameter, rim diameter, engine revolution, total gear ratio.
- Tire size and road speed.
- Engine capacity, compression ratio, engine stroke, engine bore.



- Friction calculation, torque calculation, frictional torque calculation, lever calculation.
- Work calculation, power calculations, brake power calculation, indicated power calculation., and mechanical efficiency calculation
- Heat calculation, specific heat capacity calculation, density calculation, relative density calculation, calorific value calculation, thermal efficiency calculation, volumetric efficiency calculation, and specific fuel consumption calculation

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade, which may include practising automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in Automotive Supervisor/Class I Engineering Science.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Nov 21 - 29	Narere/Naceva	Blended	Day

## Engineering Drawing for Automotive Trade (DTTLA426)

### Competencies Addressed:

Use of standards abbreviation, drawing instruments, lettering and numbers, type of lines, size of drawings, the layout of drawing sheets, dimensioning, symbols, and methods

- Geometrical constructions
- Orthogonal projection.
- Third angle projection, designation of third angle view, projection of orthogonal view.
- First angle projection.
- Relationship between first and third angle views.
- Production of mechanical drawing.
- Intersections and development of surface.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade, which may include practising automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other professions wishing to undertake training in Automotive Supervisor/Class I Engineering Drawing.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Dec 01 - 09	Narere/Naceva	Blended	Day



## Carpentry Trade

### Safety Requirements for Construction Workplace (CAR0038)

#### Competencies addressed:

- Plan; prepare; use safe work practices at the workplace.
- Work from the ladder; work platforms.
- Adherence to emergency procedures; use 240V power supply safely.
- Carry out general housekeeping in the construction workplace.

**Target Group:** This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades, which may include construction workers, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge for safety requirements for construction workplace.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Feb 7 – Feb 11	Narere/Naceva	FTF/Blended	Day
Mar 2 – 18	Narere/Naceva	FTF/Online	Evening
Oct 17 - 21	Narere/Naceva	FTF/Blended	Day

### Trade Calculation for Builders (CAR0039)

#### Competencies addressed:

- Compute measurement tasks to a given drawing or project.
- Carry out the calculation for simple volumes, area, and perimeter for different shapes.
- Apply care and maintenance to measuring devices used in the construction industry.
- Develop basic material listing for major components for timber building and concrete building.

**Target Group:** This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades, which may include construction workers, labourers and those who are involved

in other technical fields wishing to undertake training to enhance skills and knowledge to carry out trade calculation to estimate materials for basic construction works.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Feb 14 – 18	Narere/Naceva	FTF/Blended	Day
Mar 22 – Apr 8	Narere/Naceva	FTF/Online	Evening
Nov 1 – 7	Narere/Naceva	FTF/Blended	Day

## Read and Interpret Construction Plans (CAR0040)

### Competencies addressed:

- Identify types of drawings, their functions and recognise commonly used symbols and abbreviations.
- Locate and identify key features of the plan to collect information for setting out a simple building.
- Identify and prepare a takeoff list from the basic plan.
- Recognise amendments and use various scales in interpreting plans and details.

**Target Group:** This course intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades, which may include construction workers, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to read and interpret construction plan to carry out construction works or even estimate materials from plans.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Feb 21 – 25	Narere/Naceva	FTF/Blended	Day
Apr 12 – 22	Narere/Naceva	FTF/Online	Evening
Nov 8 – 14	Narere/Naceva	FTF/Blended	Day

## Hand and Power Tools Operation (CAR0004)

### Competencies addressed:

- Plan and prepare work area before using hand and power tools.
- Select and safely use hand tools.
- Select and safely use power tools.
- Maintain working wood hand and power tools in safe working order.

**Target Group:** This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include construction workers, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to safe use of hand and power tools.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Mar 7 – 11	Narere/Naceva	FTF/Blended	Day
May 3 – 20	Narere/Naceva	FTF/Online	Evening
Nov 21 - 25	Narere/Naceva	FTF/Blended	Day

## Setout and Mark Building, (CAR0041)

**Competencies addressed:**

- Plan, Prepare and identify site boundaries.
- Set out first line for building alignment.
- Set out right-angled corners.
- Install other building lines
- Check building lines for Squareness and make adjustment if needed.
- Construct profile; transfer mark on profile boards and check for Squareness.

**Target Group:** This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include construction workers, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to set out and mark buildings.

**Fee:** \$200

Training Dates	Venue	Mode	Session
Mar 14 – 22	Narere/Naceva	FTF/Blended	Day
Jun 1 – 17	Narere/Naceva	FTF/Online	Evening
Dec 1 - 9	Narere/Naceva	FTF/Blended	Day

## Timber Floor and Wall Construction, (CAR0007)

**Competencies addressed:**

- Determine materials required for floor and wall framing.
- Select tools and equipment for safely construct floor and wall systems.

- Interpret a bracing schedule and install wall bracing.
- Complete work operations on-site/simulated worksite for timber floor and wall system

**Target Group:** This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades, which may include construction workers, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to construct timber floor and wall system.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Mar 28 – Apr 5	Narere/Naceva	FTF/Blended	Day
Jun 21 – Jul 20	Narere/Naceva	FTF/Online	Evening
Dec 12 - 20	Narere/Naceva	FTF/Blended	Day

## Window and Door Construction (CAR0009)

### Competencies addressed:

- Plan and prepare for the construction of windows and doors.
- Install window courses to frame.
- Replace window and door frames.
- Construct simple doors and windows.
- Prepare window and door openings.
- Install window and door course.
- Clean up

**Target Group:** This course is intended for new entrants to the trade and also to participants from industry who require some formal qualification in the trades, which may include construction workers, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to construct timber window and doors.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Apr 8 – 14	Narere/Naceva	FTF/Blended	Day
Aug 2 – 19	Narere/Naceva	FTF/Online	Evening

## Construct Timber Roof Structure (CAR0008)

### Competencies addressed:

- Plan and Prepare to Construct Timber Roof Structure.
- Set Out and Prepare members for pitched roof erection.
- Install roof members as per plan/sketch.
- Install roof support as per plan/sketch and apply general clean up to worksite/work area.

**Target Group:** This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades, which may include construction workers, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to construct timber roof framing.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Apr 21 – 29	Narere/Naceva	FTF/Blended	Day

## Construct Timber Stairs CAR0011

### Competencies addressed:

- Plan and prepare for safe work practices.
- Carry out a calculation to design a five-step staircase.
- Set out and prepare material for the staircase.
- Construct staircase and cleanup worksite/work area.

**Target Group:** This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades, which may include construction workers, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to construct timber stairs.

**Fee:** \$198

Training Dates	Venue	Mode	Session
May 2 – 10	Narere/Naceva	FTF/Blended	Day

## Formwork to Simple Concreting (CAR0012)

### Competencies addressed:

- Plan and prepare for formworks to simple concreting
- Erect formwork to simple concreting
- Strip formwork with damagers
- Clean and store formwork in a safe manner.

**Target Group:** This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades, which may include construction workers, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to design, construct and dismantle timber formwork.

**Fee:** \$198

Training Dates	Venue	Mode	Session
May 12 – 20	Narere/Naceva	FTF/Blended	Day

### Carry Out Levelling (CAR0013)

**Competencies addressed:**

- Plan and prepare for levelling work.
- Set up and use levelling devices.
- Transfer heights with Straight Edge, Spirit Level and Boning rods.
- Project work and clean up.

**Target Group:** This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades, which may include carpentry workers, assistant tradespeople, labourers, and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to carry out levelling in relation to construction task.

**Fee:** \$165

Training Dates	Venue	Mode	Session
May 23 – 27	Narere/Naceva	FTF/Blended	Day

### Carry out Excavation (CAR0014)

**Competencies addressed:**

- Plan and prepare for excavation work.
- Locate excavation site and erect safety equipment.
- Select tools and equipment to dig excavations as per plan or instruction.
- Relate machine excavation operation to the given task.
- Install excavation support as per requirements

**Target Group:** This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades, which may include construction workers, labourers and those who are involved

in other technical fields wishing to undertake training to enhance skills and knowledge to design, calculate and carry out excavation for footings and services.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Jun 2 – 10	Narere/Naceva	FTF/Blended	Day

## Fabricate and place reinforcing steel for basic construction (CAR0042)

**Competencies addressed:**

- Plan and prepare for safe work practices in steelworks.
- Identify types of steel used in basic construction works
- Carry out basic calculation; fabricate, place and fix reinforcing steel for footings, walls, and floors on site
- Inspect reinforcement prior to concrete pour and cleanup work area/site.

**Target Group:** This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades, which may include construction workers, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to cut, bend and tie steel for construction.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Jun 13 – 17	Narere/Naceva	FTF/Blended	Day

## Concreting to Simple Forms (CAR0016)

**Competencies addressed:**

- Calculate concreting material and prepare for concreting works.
- Batch; transport; place and compact concrete on site.
- Finish the concrete surface.
- Cure and apply relevant treatments to concrete.

**Target Group:** This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades, which may include construction workers, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to calculate, batch, pour and cure concreting works.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Jun 20 – 24	Narere/Naceva	FTF/Blended	Day

## Erect and Dismantle Restricted Height Scaffold (CAR0043)

### Competencies addressed:

- Demonstrate knowledge of the plan and prepare scaffolding materials.
- Demonstrate the handling and erection of scaffolding.
- Carry out inspections, repairs and alters scaffold.
- Dismantle erected scaffolding using proper procedure and cleanup workplace

**Target Group:** This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades, which may include construction workers, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to erect and dismantle scaffolding.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Jul 4 – 8	Narere/Naceva	FTF/Blended	Day

## Prepare for block Laying (CAR0018)

### Competencies addressed:

- Plan for the Block laying.
- Prepare Materials block laying.
- Prepare Work Area Suitable for block laying.
- Use Tools, Plant and Equipment Appropriate for block laying works.
- Prepare Mortar Mix for block laying.
- Assist with Block Work/Block laying.

**Target Group:** This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades, which may include construction workers, labourers, and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge lay blocks in a straight line, curved walls, internal and external corners.

**Fee:** \$198



Training Dates	Venue	Mode	Session
Jul 11 – 19	Narere/Naceva	FTF/Blended	Day

## Prepare for solid plastering (CAR0019)

### Competencies addressed:

- Plan and prepare for solid plastering.
- Prepare surface area.
- Mix materials for solid plaster/ render.
- Apply solid plastering/render.
- Cure applied surface and clean work area.

**Target Group:** This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades, which may include construction workers, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to batch and apply solid plastering.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Jul 21 – 29	Narere/Naceva	FTF/Blended	Day

## Fix for Plasterboard (CAR0044)

### Competencies addressed:

- Plan and prepare for fix plasterboard.
- Mark: layout and cut plasterboard.
- Fix plasterboard to timber and steel frame.
- Fix plasterboard to curved timber/steel frame and clean worksite.

**Target Group:** This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades, which may include construction workers, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to fix plasterboard to steel and timber frames.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Aug 1 – 5	Narere/Naceva	FTF/Blended	Day

## Finish Plasterboard (CAR0022)

### Competencies addressed:

- Prepare Work Area and walls for drywall plaster application processes.
- Cut tape; fix external/internal corners and apply first coat.
- Sand and apply the second coat.
- Sand; apply finishing coat; carry out final sanding and clean work area.

**Target Group:** This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades, which may include construction workers, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to apply relevant coats to finish plasterboard.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Aug 8 – 12	Narere/Naceva	FTF/Blended	Day

## Painting module I (CAR0023)

### Competencies addressed:

- Select and prepare materials and equipment for the task.
- Plan a job, specify coatings, and apply specified paint coatings to given substrates
- Apply paint with brush/roller
- Clean up tools, equipment's, and workplace.

**Target Group:** This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades, which may include construction workers, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to select tools and materials to prepare the surface for painting and apply paints.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Aug 18 – 24	Narere/Naceva	FTF/Blended	Day

## Painting module II (CAR0024)

### Competencies addressed:

- Prepare work area for paint application processes
- Prepare surface by sanding/ grinding

- Patch holes in different substrates and carry out sanding.
- Apply paint with brush/roller to the surface provided and clean up.

**Target Group:** This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades, which may include construction workers, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to prepare the various surface and apply paints with more difficulty.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Aug 25 – 31	Narere/Naceva	FTF/Blended	Day

## Lay Floor Tiles (CAR0026)

### Competencies addressed:

- Prepare work area and compute material list to lay floor tiles.
- Identify tools and prepare tiles, materials used to lay floor tiles.
- Layout patterns/design, mix tile glue to lay tiles as per sketch/plan.
- Apply tile grouts and clean surface with work area.

**Target Group:** This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades, which may include construction workers, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to lay floor tiles.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Sep 8 – 14	Narere/Naceva	FTF/Blended	Day

## Lay Wall Tiles (CAR0027)

### Competencies addressed:

- Prepare work area and compute material list to lay wall tiles.
- Prepare tools, tiles, materials used to lay wall tiles.
- Layout patterns/design, mix tile glue to lay tiles as per sketch/ plan.
- Apply tile grouts and clean surface with work area.

**Target Group:** This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades, which may include construction workers, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to lay wall tiles.



**Fee:** \$165

Training Dates	Venue	Mode	Session
Sep 15 – 21	Narere/Naceva	FTF/Blended	Day

## Lay Decorative Tiles (CAR0028)

### Competencies addressed:

- Set Out and Prepare Materials for decorative tiling.
- Form Decorative Design on Paper Pattern.
- Prepare Substrate to Fix Mosaic Pattern to Designed Location.
- Apply grout to the tile face.

**Target Group:** This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades, which may include construction workers, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to lay decorative tiles.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Sep 26 – 39	Narere/Naceva	FTF/Blended	Day

## Tiling Curved Surfaces (CAR0029)

### Competencies addressed:

- Plan; prepare; use safe work practices at the workplace.
- Tile Curved Wall and Floor Surfaces.
- Tile Circular Volume, Wall, and Arches.
- Lay Mosaic tiles to Circular columns and apply grout.

**Target Group:** This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades, which may include construction workers, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to lay tiles to curved surfaces.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Oct 3 – 11	Narere/Naceva	FTF/Blended	Day

## Plumber General Trade

### Plumbing & Sheet metal Workplace Safety

#### Competencies Addressed:

- Plan and prepare for safe work practice
- Use safe manual handling techniques.
- Assess risks;
- Maintain safety of self and others
- Follow safe practices in handling chemical and potentially hazardous materials.
- Safely erect Ladders and work platforms in planned location.
- Avoid overhead power lines and other obstructions.

**Target Group:** This course is intended for new entrants to the trade and also to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

**Training Investment:** \$198

Training Dates	Venue	Mode	Session
Feb 1- 9	Narere/Naceva	FTF/Blended	Day

### Computer Fundamentals & Applications

#### Competencies Addressed:

- Demonstrate the fundamental knowledge and operation desktops/laptop.
- Demonstrate the fundamental application of MS Word 2013 and associated features.
- Demonstrate the fundamental application of MS Excel 2013 and associated features.
- Demonstrate the fundamental application of MS PowerPoint 2013 and associated features.

**Target Group:** This course is intended for new entrants to the trade and also to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

**Training Investment:** \$198

Training Dates	Venue	Mode	Session
Feb 10 -18	Narere/Naceva	FTF/Blended	Day

## Read Plans and Calculates Plumbing Quantities

### Competencies Addressed:

- Plan and prepare interpret plans and calculate plumbing quantities.
- Identify types of drawings and their functions.
- Recognise commonly used scales, symbols and abbreviations.
- Identify and locate key features on a services plan.
- Obtain measurements and perform calculations of material quantities.
- Apply cleanup exercise

**Target Group:** This course is intended for new entrants to the trade and also to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

**Training Investment:** \$165

Training Dates	Venue	Mode	Session
Feb 21 – 25	Narere/Naceva	FTF/Blended	Day
May 16 – 27	Narere/Naceva	FTF/Blended	Evening

## Hand and Power Tools Operation

### Competencies Addressed:

- Identify and explain how hand and power tools is used in Plumbing works.
- Safely use of tools and equipment.
- Selecting the appropriate hand and power tools to be used.
- Align any material for hand and power tool usage.
- Clean up work area tools and equipment.

**Target Group:** This course is intended for new entrants to the trade and participants from industry who require some formal qualification in the trades, which may include plumbing workers, assistant tradesman, labourers, and those involved in other technical fields wishing to undertake training to enhance skills and knowledge.

**Training Investment:** \$165

Training Dates	Venue	Mode	Session
Feb 28 – Mar 4	Narere/Naceva	FTF/Blended	Day

## Introduction to Welding - Oxy Acetylene Gas

### Competencies Addressed:

- Plan and prepare for work
- Demonstrate and prepare materials and equipment
- Demonstrate the installation, testing and lighting of a welding torch
- Perform and apply welding on given material
- Demonstrate the step by step procedures of closing the oxyacetylene gas.
- Cleaning up of welding area.

**Target Group:** This course is intended for new entrants to the trade and also to participants from industry who require some formal qualification in the trades, which may include plumbing workers, assistant tradesmen, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

**Training Investment:** \$198

Training Dates	Venue	Mode	Session
Mar 7 – 15	Narere/Naceva	FTF/Blended	Day
Sep 5 – 21	Narere/Naceva	FTF/Blended	Evening

## Introduction to Oxy-Fuel Cutting

### Competencies Addressed:

Some of the key competencies that will be addressed to participants attending this module are as follows:

- Plan work activities
- Apply Health and Safe working practices
- Demonstrate how to handle and storage cylinders
- Inspect and prepare cutting equipment
- Demonstrate the cutting process for square edge and bevel cutting
- Demonstrate the correct shutdown procedures
- Apply proper cleanup procedures.

**Target Group:** This course is intended for new entrants to the trade and also to participants from industry who require some formal qualification in the trades, which may include plumbing workers, assistant tradesmen, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

**Training Investment:** \$198

Training Dates	Venue	Mode	Session
Mar 16 – 24	Narere/Naceva	FTF/Blended	Day
Sep 22 – Oct 6	Narere/Naceva	FTF/Blended	Evening

## Fundamentals of Arc Welding

### Competencies Addressed:

Some of the key competencies that will be addressed to participants attending this module are as follows:

- Select welding components.
- Assemble and set up welding equipment for arc welding
- Weld to job specification using GMAW
- Minimise and repair distortion
- Maintain weld records
- Carry out clean up operations.

**Target Group:** This course is intended for new entrants to the trade and also to participants from industry who require some formal qualification in the trades, which may include plumbing workers, assistant tradesmen, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

**Training Investment:** \$198

Training Dates	Venue	Mode	Session
Mar 28 – Apr 4	Narere/Naceva	FTF/Blended	Day
Oct 11 – 24	Narere/Naceva	FTF/Blended	Evening

## Erect and Dismantle Restricted Height Scaffolding

**Competencies Addressed:** Some of the key competencies that will be addressed to participants attending this module are as follows:

- Plan and prepare scaffolding materials.
- Handle and erect scaffolding.
- Carryout inspections
- Repair and alter scaffold.
- Dismantle procedure of erected scaffolding.
- Carry out clean up operations

**Target Group:** This course is intended for new entrants to the trade and also to participants from industry who require some formal qualification in the trades, which may include plumbing workers, assistant tradesmen, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.



**Training Investment:** \$198

Training Dates	Venue	Mode	Session
Apr 4 – 8	Narere/Naceva	FTF/Blended	Day

## Set Out and Install Water Services

### Competencies Addressed:

Some of the key competencies that will be addressed to participants attending this module are as follows:

- Plan and prepare work
- Identify installation requirements of water services.
- Install and setout of pipe system.
- Testing of pipe system
- Clean up

**Target Group:** This course is intended for new entrants to the trade and also to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

**Training Investment:** \$165

Training Dates	Venue	Mode	Session
Apr 11 –19	Narere/Naceva	FTF/Blended	Day

## Install Water Mains Pipeline

### Competencies Addressed:

Some of the key competencies that will be addressed to participants attending this module are as follows:

- Plan and prepare work
- Setting out of water mains pipeline
- Carryout excavation works
- Install water mains pipeline
- Test water mains pipeline
- Clean up

**Target Group:** This course is intended for new entrants to the trade and participants from industry who require some formal qualification in the trades, which may include plumbing workers, assistant tradesman, labourers, and those involved in other technical fields wishing to undertake training to enhance skills and knowledge.

**Training Investment:** \$198

Training Dates	Venue	Mode	Session
Apr 20 – 26	Narere/Naceva	FTF/Blended	Day

## Install and Adjust Water Service Controls Devices

### Competencies Addressed:

Some of the key competencies that will be addressed to participants attending this module are as follows:

- Plan and prepare work
- Understand the installation requirements of water service control devices.
- Carrying out the Installation
- Adjustment of the water services control devices.
- Clean up

**Target Group:** This course is intended for new entrants to the trade and participants from industry who require some formal qualification in the trades, which may include plumbing workers, assistant tradesman, labourers, and those involved in other technical fields wishing to undertake training to enhance skills and knowledge.

**Training Investment:** \$198

Training Dates	Venue	Mode	Session
May 2 – 6	Narere/Naceva	FTF/Blended	Day

## Install Water Pump Sets

### Competencies Addressed:

Some of the key competencies that will be addressed to participants attending this module are as follows:

- Plan and prepare work
- Installation requirements of pump set
- Aligning of pump sets
- Install pump sets
- Clean up

**Target Group:** This course is intended for new entrants to the trade and also to participants from industry who require some formal qualification in the trades, which may include plumbing workers, assistant tradesmen, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

**Training Investment:** \$198

Training Dates	Venue	Mode	Session
May 9 – 13	Narere/Naceva	FTF/Blended	Day

## Fit and Commission Hot and Cold Water

### Competencies Addressed:

Some of the key competencies that will be addressed to participants attending this module are as follows:

- Plan and Prepare Work
- Understanding the installation requirements of fit off and commission hot and cold water services
- Carry out the hot and cold water services Installation
- Adjustment of devices on hot and cold water services
- Clean up

**Target Group:** This course is intended for new entrants to the trade and participants from industry who require some formal qualification in the trades, which may include plumbing workers, assistant tradesman, labourers, and those involved in other technical fields wishing to undertake training to enhance skills and knowledge.

**Training Investment:** \$198

Training Dates	Venue	Mode	Session
May 16 – 20	Narere/Naceva	FTF/Blended	Day

## Green Plumbing

### Competencies Addressed:

Some of the key competencies that will be addressed to participants attending this module are as follows:

- Plan and Prepare for work
- Understanding the installation requirements to connect solar green plumbing.
- Understanding the calculation
- Mounting of solar panels and components
- Install system components
- Clean Up

**Target Group:** This course is intended for new entrants to the trade and also to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

**Training Investment:** \$198

Training Dates	Venue	Mode	Session
May 23 – 27	Narere/Naceva	FTF/Blended	Day

## Fabricate and Install Fire Hydrant and Hose Reel

### Competencies Addressed:

Some of the key competencies that will be addressed to participants attending this module are as follows:

- Plan and prepare work
- Understanding the installation requirements of fire hydrants and hose reel.
- Fabricate fire hydrants and hose reel pipes.
- Install fire hydrants and hose reel
- Test fire hydrants and hose reel.
- Clean Up

**Target Group:** This course is intended for new entrants to the trade and participants from industry who require some formal qualification in the trades, which may include plumbing workers, assistant tradesman, labourers, and those involved in other technical fields wishing to undertake training to enhance skills and knowledge.

**Training Investment:** \$198

Training Dates	Venue	Mode	Session
May 30 – Jun 3	Narere/Naceva	FTF/Blended	Day

## Install Sprinkler System

### Competencies Addressed:

Some of the key competencies that will be addressed to participants attending this module are as follows:

- Plan and prepare for work.
- Understanding the sprinkler system installation requirements
- Design sprinkler system
- Fabricate, sprinkler system
- Install sprinkler system
- Test the system
- Clean Up

**Target Group:** This course is intended for new entrants to the trade and also to participants from industry who require some formal qualification in the trades,

which may include plumbing workers, assistant tradesmen, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

**Training Investment:** \$198

Training Dates	Venue	Mode	Session
Jun 6 – 10	Narere/Naceva	FTF/Blended	Day

## Carry Out Levelling

### Competencies Addressed:

Some of the key competencies that will be addressed to participants attending this module are as follows:

- Plan and prepare for levelling works.
- Understand the step by step procedures of installing levelling equipment
- Perform levelling using water
- Perform levelling using spirit level.
- Perform levelling using laser level
- Perform levelling using dumpy/ engineering level
- Clean Up

**Target Group:** This course is intended for new entrants to the trade and also to participants from industry who require some formal qualification in the trades, which may include plumbing workers, assistant tradesmen, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

**Training Investment:** \$198

Training Dates	Venue	Mode	Session
Jun 13 – 17	Narere/Naceva	FTF/Blended	Day

## Install Storm Water and Subsoil Drainage

### Competencies Addressed:

Some of the key competencies that will be addressed to participants attending this module are as follows:

- Plan and prepare work
- Understanding the storm water and subsoil drainage systems installation requirements
- Carryout the installation of storm water drainage
- Carry out the installation of subsoil drainage systems
- Attend to clean up of work area

**Target Group:** This course is intended for new entrants to the trade and participants from industry who require some formal qualification in the trades, which may include plumbing workers, assistant tradesman, labourers, and those involved in other technical fields wishing to undertake training to enhance skills and knowledge.

**Training Investment:** \$198

Training Dates	Venue	Mode	Session
Jun 20 – 24	Narere/Naceva	FTF/Blended	Day

## Install and Fit off Sanitary Fixtures

### Competencies Addressed:

Some of the key competencies that will be addressed to participants attending this module are as follows:

- Prepare sanitary fixture work area
- Understanding the sanitary fixture installation requirements.
- Install sanitary fixtures
- Fit off sanitary fixtures.
- Clean up work area and tools

**Target Group:** This course is intended for new entrants to the trade and also to participants from industry who require some formal qualification in the trades, which may include plumbing workers, assistant tradesmen, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

**Training Investment:** \$198

Training Dates	Venue	Mode	Session
Jun 27 – Jul 1	Narere/Naceva	FTF/Blended	Day
May 2 – 13	Narere/Naceva	FTF/Blended	Evening

## Plan and Layout Residential Drainage System

### Competencies Addressed:

Some of the key competencies that will be addressed to participants attending this module are as follows:

- Planning and preparation of work area
- Understand the system layout.
- Demonstrate the proper gradient to use.
- Install sanitary drainage system
- Align the Inspection openings
- Test the pipeline
- Clean up the work area

**Target Group:** This course is intended for new entrants to the trade and also to participants from industry who require some formal qualification in the trades, which may include plumbing workers, assistant tradesmen, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

**Training Investment:** \$198

Training Dates	Venue	Mode	Session
Jul 4 – 8	Narere/Naceva	FTF/Blended	Day
Jul 11 – 22	Narere/Naceva	FTF/Blended	Evening

## Pipe Layers

### Competencies Addressed:

Some of the key competencies that will be addressed to participants attending this module are as follows:

- Plan and prepare for pipe layers work
- Setting out of pipe line
- Excavate trench to specification
- Install of pipe system
- Test pipe system
- Clean up work area

**Target Group:** This course is intended for new entrants to the trade and participants from industry who require some formal qualification in the trades, which may include plumbing workers, assistant tradesman, labourers, and those involved in other technical fields wishing to undertake training to enhance skills and knowledge.

**Training Investment:** \$198

Training Dates	Venue	Mode	Session
Jul 11 – 15	Narere/Naceva	FTF/Blended	Day

## Install Gas Piping Systems

### Competencies Addressed:

Some of the key competencies that will be addressed to participants attending this module are as follows:

- Understanding gas piping system requirements
- Prepare for gas piping installation
- Marking out and cut piping system
- Install gas piping system
- Purge piping system

- Test piping system
- Clean up of work area

**Target Group:** This course is intended for new entrants to the trade and also to participants from industry who require some formal qualification in the trades, which may include plumbing workers, assistant tradesmen, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

**Training Investment:** \$198

Training Dates	Venue	Mode	Session
Jul 25 – 29	Narere/Naceva	FTF/Blended	Day

## Install and Commission Type ‘A’ Gas Appliances

### Competencies Addressed:

Some of the key competencies that will be addressed to participants attending this module are as follows:

- Prepare and plan work area
- Understanding appliance requirements and follow installation requirements
- Apply the material joining methods
- Commission gas appliance
- Clean up of work area.

**Target Group:** This course is intended for new entrants to the trade and participants from industry who require some formal qualification in the trades, which may include plumbing workers, assistant tradesman, labourers, and those involved in other technical fields wishing to undertake training to enhance skills and knowledge.

**Training Investment:** \$198

Training Dates	Venue	Mode	Session
Aug 1 – 5	Narere/Naceva	FTF/Blended	Day

## Marking Out of Plumbing Materials

### Competencies Addressed:

Some of the key competencies that will be addressed to participants attending this module are as follows:

- Prepare the work area to mark out plumbing material
- Understanding the marking out installation requirements.
- Marking out is done to specification.
- Clean up of work area



**Target Group:** This course is intended for new entrants to the trade and participants from industry who require some formal qualification in the trades, including plumbing workers, assistant tradesmen, labourers, and those involved in other technical fields wishing to undertake training to enhance skills and knowledge.

**Training Investment:** \$165

Training Dates	Venue	Mode	Session
Aug 8 – 12	Narere/Naceva	FTF/Blended	Day
Feb 28 – Mar 11	Narere/Naceva	FTF/Blended	Evening

## Cut and Join Sheet metal

### Competencies Addressed:

Some of the key competencies that will be addressed to participants attending this module are as follows:

- Prepare work area for cutting.
- Understanding the installation requirements of cutting sheet metal.
- Demonstrate the knowledge to cut sheet metal
- Demonstrate the knowledge to preparation of sheet metal
- Demonstrate the knowledge to joint sheet metal using the different jointing methods
- Cleanup of work area.

**Target Group:** This course is intended for new entrants to the trade and also to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

**Training Investment:** \$165

Training Dates	Venue	Mode	Session
Aug 15 – 19	Narere/Naceva	FTF/Blended	Day
Mar 14 – 25	Narere/Naceva	FTF/Blended	Evening

## Fabricate and Install Roof Drainage Components

### Competencies Addressed:

Some of the key competencies that will be addressed to participants attending this module are as follows:

- Prepare the work area.
- Different types of jointing used.
- Aligning materials as per specification
- Fabricate roof drainage components.
- Clean up the work area.

**Target Group:** This course is intended for new entrants to the trade and participants from industry who require some formal qualification in the trades, which may include plumbing workers, assistant tradesman, labourers, and those involved in other technical fields wishing to undertake training to enhance skills and knowledge.

**Training Investment:** \$198

Training Dates	Venue	Mode	Session
Aug 22 – 26	Narere/Naceva	FTF/Blended	Day
May 30 – Jun 10	Narere/Naceva	FTF/Blended	Evening

## Select and Install Roof Sheeting and Wall Cladding

### Competencies Addressed:

Some of the key competencies that will be addressed to participants attending this module are as follows:

- Prepare work area to install roof sheeting and wall cladding.
- Plan and receive materials delivery.
- Select sheeting, cladding and non-metallic materials.
- Prepare the surface to lay tiles to the curved surface
- Install roof sheeting and wall cladding.
- Clean up the work area.

**Target Group:** This course is intended for new entrants to the trade and also to participants from industry who require some formal qualification in the trades, which may include plumbing workers, assistant tradesmen, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

**Training Investment:** \$198

Training Dates	Venue	Mode	Session
Aug 30 – Sep 2	Narere/Naceva	FTF/Blended	Day
Jun 13 – 24	Narere/Naceva	FTF/Blended	Evening

## Collect and Store Roof Water

### Competencies Addressed:

Some of the key competencies that will be addressed to participants attending this module are as follows:

- Identify work safety requirements.
- Understanding the installation requirements for collecting and storing

- roof water
- Prepare and follow work procedures.
- Perform work on roof to plan and specification
- Identify water storage system requirements
- Install storage system.
- Clean up the work area.

**Target Group:** This course is intended for new entrants to the trade and also to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

**Training Investment:** \$165

Training Dates	Venue	Mode	Session
Sep 13 – 17	Narere/Naceva	FTF/Blended	Day

## Water Fitters Intermediate Level

### Competencies Addressed:

Some of the key competencies that will be addressed to participants attending this module are as follows:

- Explain, plan and prepare the work plan
- Identify installation requirements of water services.
- Demonstrate and Install pipe connections from the source to distribution.
- Test and commission pipe reticulation system
- Clean up

**Target Group:** This course is intended for new entrants to the trade and participants from industry who require some formal qualification in the trades, which may include plumbing workers, assistant tradesman, labourers, and those involved in other technical fields wishing to undertake training to enhance skills and knowledge.

**Training Investment:** \$165

Training Dates	Venue	Mode	Session
Mar 28 – Apr 8	Narere/Naceva	FTF/Blended	Evening

## Water Fitters Supervisory Level

### Competencies Addressed:

Some of the key competencies that will be addressed to participants attending this module are as follows:

- Explain, plan and prepare work plan
- Identify installation requirements of water main pipes.
- Demonstrate and Install main pipe connections from the source to distribution more than 80mm DN pipe.
- Test and commission main pipe reticulation system
- Clean up

**Target Group:** This course is intended for those that are working as plumbing assistants, plumbers, handymen, water fitters in the trade of plumber general and also including those participants who require some formal qualification in the trades and those who are involved in other technical fields wishing to undertake this training in order to enhance their skills and knowledge.

**Training Investment:** \$165

Training Dates	Venue	Mode	Session
Apr 11 – 26	Narere/Naceva	FTF/Blended	Evening

## Cabinet Making & Joinery Modules

### Workplace Safety (DTTCMJ301)

#### Competencies Addressed:

- Demonstrate the fundamental knowledge of the Occupational Health & Safety Act of Fiji
- Identify the types of the workplace environment, the associated hazards and occupational environment safety signs.
- Demonstrate knowledge of general workplace safety
- Demonstrate working safely with electricity

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practising tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other professions (e.g. teachers, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in workplace safety

**Fee:** \$198

Training Dates	Venue	Mode	Session
Feb 1 - 8	Narere/Naceva	FTF/Blended	Day
Feb 7 - Mar 3	Narere/Naceva	FTF/Online	Evening

## Workplace Communication & Ethics (DTTCMJ302)

### Competencies Addressed:

- Explain the foundations of technical communication.
- Write workplace communication documents.
- Check instructions, procedures and safety signage
- Demonstrate effective oral communication
- Participate in workplace meetings
- Explain the fundamental concepts of work ethics in the workplace

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practising tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other professions (e.g. teachers, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in workplace communication & ethics

**Fee:** \$198

Training Dates	Venue	Mode	Session
Feb 10 - 18	Narere/NACEVA	FTF/Blended	Day

## Trade Calculations Fundamentals 1 (DTTCMJ303)

### Competencies Addressed:

- Prepare for trade calculations for cabinet and joinery materials
- Identify measurements for cabinet making and joinery
- Convert the different scales of measurement
- Calculate materials for cabinet making and joinery
- Estimate approximate quantity.

### Target Group:

This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practising tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other professions (e.g. teachers, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in measurements and calculations.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Feb 21 – Mar 1	Narere/Naceva	FTF/Blended	Day

## Computer Fundamentals & Applications (DTTCMJ304)

### Competencies Addressed:

- Demonstrate the fundamental knowledge and operation desktops/ laptops
- Demonstrate the fundamental application of MS Word 2014 and associated features
- Demonstrate the fundamental application of MS Excel 2014 and associated features
- Demonstrate the fundamental application of MS PowerPoint 2014 and associated features

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practising tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other professions (e.g. teachers, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in computer fundamentals & applications

**Fee:** \$198

Training Dates	Venue	Mode	Session
Mar 3 – 6	Narere/Naceva	FTF/Blended	Day

## Trade Test assessment Preparatory (TTAP411)

### Competencies Addressed:

- Outline format and structure for trade test assessment
- Specify the knowledge and skills covered for the trade-in trade test assessment

**Target Group:** This course is intended for participants from industry who require formal training to upgrade their skills in the cabinet making trade which may include practising tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other professions (e.g. teachers, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in Trade test assessment Preparatory.

**Fee:** \$120

Training Dates	Venue	Mode	Session
Mar 7 – Mar 12	Narere/Naceva	FTF/Online	Evening

## Plan Reading for Cabinet Makers and Joiners (DTTCMJ305)

### Competencies Addressed:

- Demonstrate knowledge of general workplace safety.
- Recognise commonly used symbols and abbreviations.
- Identify and locate key features to read services plan and interpret from job specifications
- Recognise amendments to the plan.
- Explain cabinet making and joinery specifications.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practising tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other professions (e.g. teachers, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in basic drawing and plan reading.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Mar 14 – 22	Narere/Naceva	FTF/Blended	Day
Sep 26 – Oct 04	Narere/Naceva	FTF/Blended	Day

## Use carpentry/joiner/cabinet making hand tools (CJCM211)

### Competencies Addressed:

- Outline format and structure for trade test assessment
- Specify the knowledge and skills covered for the trade in trade test assessment

**Target Group:** This course is intended for participants from industry who require formal training to upgrade their skills in the cabinet making trade which may include practising tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other professions (e.g. teachers, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in Use carpentry/joiner/cabinet making hand tools.

**Fee:** \$120

Training Dates	Venue	Mode	Session
Mar 21 – 30	Narere/Naceva	FTF/Online	Evening

## Hand and Portable Power Tools (DTTCMJ406)

### Competencies Addressed:

- Demonstrate safe use of hand and portable power tools
- Select the appropriate hand tools.
- Select the appropriate power tools.
- Demonstrate the knowledge to align any material for hand and power tool usage

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practising tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other professions (e.g. teachers, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in hand and portable power tools.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Mar 24 – 30	Narere/NACEVA	FTF/Blended	Day
Oct 06 – 14	Narere/NACEVA	FTF/Blended	Day

## Introduction to Woodwork Static Machines (DTTCMJ407)

### Competencies Addressed:

- Demonstrate safe use of static woodwork machines
- Determine set up and operating requirements of woodworking machines.
- Operate static woodworking machine as per manufacturer's operating procedures
- Maintain stationary machines
- Identify static machines, their operation and safety requirements.
- Demonstrate to align any material for static machine usage
- Operate machine.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practising tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other professions (e.g. teachers, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in woodwork static machines.



**Fee:** \$220

Training Dates	Venue	Mode	Session
Apr 1 – 12	Narere/Naceva	FTF/Blended	Day
Oct 17 – 27	Narere/Naceva	FTF/Blended	Day

## Plan and organise work (CJCM212)

### Competencies Addressed:

- Identify carpentry/joinery/cabinet making task requirements and plan steps to complete task
- Organise carpentry/joinery/cabinet making work and review planning and organizing process.

**Target Group:** This course is intended for participants from industry who require formal training to upgrade their skills in the cabinet making trade which may include practicing tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other professions (e.g. teachers, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in plan and organise work.

**Fee:** \$120

Training Dates	Venue	Mode	Session
Apr 4 – 13	Narere/Naceva	FTF/Online	Evening

## Timber Selection for Furniture Making (DTTCMJ408)

### Competencies Addressed:

- Describe the properties of timber
- Describe marketing form of timber
- Identify the types of timber defects, causes and remedies range
- Identify types of wood pests, damages caused and preservations
- Apply correct methods for handling and storing sawn timber
- Identify the uses of veneers to manufactured boards

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practising tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other professions (e.g. teachers, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in timber selection for furniture making

**Fee:** \$220

Training Dates	Venue	Mode	Session
Apr 19 – 27	Narere/Naceva	FTF/Blended	Day
Nov 1– 9	Narere/Naceva	FTF/Blended	Day

## Prepare and assemble cabinet and joinery components (CJCM213)

### Competencies Addressed:

- Select and prepare materials for use in cabinet and joinery production process
- Secure and hold components in place.

**Target Group:** This course is intended for participants from industry who require formal training to upgrade their skills in the cabinet making trade which may include practising tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other professions (e.g. teachers, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in Prepare and assemble cabinet and joinery components.

**Fee:** \$120

Training Dates	Venue	Mode	Session
Apr 19 – 28	Narere/Naceva	FTF/Online	Evening

## Carry out measurements and calculations (CJCM214)

### Competencies Addressed:

- Obtain measurements material to be used
- Perform calculations and estimate approximate quantities.

**Target Group:** This course is intended for participants from industry who require formal training to upgrade their skills in the cabinet making trade which may include practicing tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other professions (e.g. teachers, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in Carry out measurements and calculations.

**Fee:** \$120

Training Dates	Venue	Mode	Session
May 2 – 11	Narere/Naceva	FTF/Online	Evening

## Basic Furniture Making (DTTCMJ409)

### Competencies Addressed:

- Apply job requirements for furniture making
- Select materials for basic hand joints for furniture making
- Apply basic hand joints in furniture making
- Identify basic hardware for furniture making
- Demonstrate basic hardware fitting in furniture making
- Assemble job components for basic furniture making.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practising tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other professions (e.g. teachers, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in basic furniture making

**Fee:** \$198

Training Dates	Venue	Mode	Session
May 2 – 10	Narere/Naceva	FTF/Blended	Day
Jul 11 – Aug 5	Narere/Naceva	FTF/Online	Evening
Nov 14 – 22	Narere/Naceva	FTF/Blended	Day

## Kitchen Fitment and Fittings (DTTCMJ410)

### Competencies Addressed:

- Demonstrate the procedures involved in the layout and installation of base and wall units.
- Install domestic floor standing and wall mounted units.
- Demonstrate securing of finished tops to base units.
- Apply skills in installing kitchen units
- Apply portable tools and machines to prepare wooden doors
- Carry out general housekeeping.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practising tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other professions (e.g. teachers, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in kitchen fitment and fitting

**Fee:** \$242

Training Dates	Venue	Mode	Session
May 12 – 24	Narere/Naceva	FTF/Blended	Day
Aug 8 – Sep 13	Narere/Naceva	FTF/Online	Evening
Nov 25 – Dec 7	Narere/Naceva	FTF/Blended	Day

## Wall Cabinet Furniture Making (DTTCMJ411)

### Competencies Addressed:

- Demonstrate the procedures involved in the layout and installation of wall cabinets
- Apply skills in installing kitchen units
- Demonstrate securing of finished tops to wall
- Apply portable tools and machines to prepare wooden doors
- Demonstrate basic hardware fitting in wall cabinet units
- Carry out general housekeeping.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practicing tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g. teachers, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in wall cabinet furniture making

**Fee:** \$220

Training Dates	Venue	Mode	Session
May 27 – Jun 7	Narere/Naceva	FTF/Blended	Day
Sep 19 – Oct 21	Narere/Naceva	FTF/Online	Evening
Dec 12 – 21	Narere/Naceva	FTF/Blended	Day

## Use Carpentry/ Joiner/ Cabinet Making Static Machines (CJCM311)

### Competencies Addressed:

- Operate static machine as per manufacturer's operating procedures for woodwork tasks.
- Use static machine and clean-up workstation

**Target Group:** This course is intended for participants from industry who require formal training to upgrade their skills in the cabinet making trade which may include practising tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other professions (e.g. teachers, cabinet making

and joinery salespersons, accountants etc.) wishing to undertake training in Use carpentry/joiner/Cabinet making static machines.

**Fee:** \$120

Training Dates	Venue	Mode	Session
May 16 – 25	Narere/Naceva	FTF/Online	Evening

## Plan and Organise Work (CJCM312)

### Competencies Addressed:

- Identify carpentry/joinery/cabinet making task requirements and plan steps to complete tasks
- Organise carpentry/joinery/cabinet making work and review planning and organising process.

**Target Group:** This course is intended for participants from industry who require formal training to upgrade their skills in the cabinet making trade which may include practising tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other professions (e.g. teachers, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in plan and organise work.

**Fee:** \$120

Training Dates	Venue	Mode	Session
May 30 – Jun 8	Narere/Naceva	FTF/Online	Evening

## Furniture Job Specification (DTTCMJ412)

### Competencies Addressed:

- Recognize job specifications for furniture making
- Read plans and job specifications
- Demonstrate for safe work practices.
- Prepare cutting list of projects
- Interpret cutting lists
- Outline basic layout for room utilizing furniture

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practising tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other professions (e.g. teachers, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in the furniture job specification

**Fee:** \$198

Training Dates	Venue	Mode	Session
Jun 10 – 21	Narere/Naceva	FTF/Blended	Day

## **Fabricate Assembled Carpentry/ Joinery/ Cabinet Components (CJCM313)**

### **Competencies Addressed:**

- Select the manufacturing material for use in the carpentry/joinery/ cabinet making production process
- Secure and hold components in place.

**Target Group:** This course is intended for participants from industry who require formal training to upgrade their skills in the cabinet making trade which may include practising tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other professions (e.g. teachers, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in Fabricate assembled carpentry/joinery/cabinet components.

**Fee:** \$120

Training Dates	Venue	Mode	Session
Jun 13 – 22	Narere/Naceva	FTF/Online	Evening

## **Laminate, Press Top Furniture (DTTCMJ413)**

### **Competencies Addressed:**

- Apply skills in laminating and pressing furniture surfaces
- Operate stationed joinery machine for laminating timber surfaces
- Demonstrate correct method of laminating as per working drawings
- Maintain stationed joinery machines for laminate.
- Carry out the cleanup operations.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practising tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other professions (e.g. teachers, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in laminate, press top furniture

**Fee:** \$198

Training Dates	Venue	Mode	Session
Jun 24 – Jul 1	Narere/Naceva	FTF/Blended	Day

## Carry out measurements and calculations (CJCM314)

### Competencies Addressed:

- Obtain measurements material to be used
- Perform calculations and estimate approximate quantities.

**Target Group:** This course is intended for participants from industry who require formal training to upgrade their skills in the cabinet making trade which may include practising tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other professions (e.g. teachers, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in carrying out measurements and calculations

**Fee:** \$120

Training Dates	Venue	Mode	Session
Jun 27 – Jul 6	Narere/NACEVA	FTF/Blended	Day

## Estimate and Cost Job (DTTCMJ414)

### Competencies Addressed:

- Gather detailed information for estimate and cost job
- Estimate materials labour and time.
- Calculate costs, material and labour
- Document details and verify
- Calculate material costing as per relevant drawing specifications.

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practising tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other professions (e.g. teachers, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in estimate and cost job

**Fee:** \$198

Training Dates	Venue	Mode	Session
Jul 4 – 11	Narere/Naceva	FTF/Blended	Day

## Apply Furniture Finishing (DTTCMJ415)

### Competencies Addressed:

- Prepare for safe work practices.
- Organise safe work practices for the job.
- Operate compressor units for furniture finishing
- Service conventional spray guns.
- Apply surface coatings by conventional spray equipment.
- Identify faults in relation to spray painting

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practising tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other professions (e.g. teachers, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in apply furniture finishing.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Jul 14 – Jul 22	Narere/Naceva	FTF/Blended	Day

## Door and Window Construction (DTTCMJ416)

### Competencies Addressed:

- Sketch door and window construction details in accordance with standard specifications.
- Prepare materials for doors and windows
- Confirm Joints used for doors and windows
- Assemble doors and windows, and frames.
- Install hardware to doors and windows.
- Install the doors and windows unit on site.
- Verify door and window components
- Demonstrate hanging of doors and windows

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practising tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other professions (e.g. teachers, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training indoor and window construction

**Fee:** \$308



Training Dates	Venue	Mode	Session
Jul 25– Aug 4	Narere/Naceva	FTF/Blended	Day
Oct 31 – Dec 5	Narere/Naceva	FTF/Online	Evening

## Joinery Design & Craftsmanship (DTTCMJ417)

### Competencies Addressed:

- Identify the design of wood dining chairs.
- Demonstrate fundamentals of wood dining chairs
- Demonstrate woodshop techniques & safety
- Demonstrate Power tool use & safety
- Select tools and equipment and prepare materials for the construction of wood dining chairs
- Select proper joinery joint (wooden dining chair)
- Assemble project to design specification
- Carry out surface preparation
- Apply finishing for the job

**Target Group:** This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practising tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other professions (e.g. teachers, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in design & craftsmanship

**Fee:** \$308

Training Dates	Venue	Mode	Session
Aug 22 – Sep 2	Narere/Naceva	FTF/Blended	Day

## DEPARTMENT OF EXECUTIVE MANAGEMENT

### Customer Service Excellence

#### Competencies addressed:

- The following topics will be discussed:
- Deliver efficient front office service to customers
- Understand the key strategies to market and promote the products and services
- Create positive moments of truth
- Deal effectively with customer complaints and issues
- Effectively apply telephone etiquettes and formal correspondence techniques
- Manage stress and deliver service effectively

**Target Group:** Customer service representatives, service attendants, front office staff, sales and marketing personnel, human resource personnel, rooms division managers and operations managers.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Jan 19-20	FNU Naceva	FTF/Online/Blended	Day
May 24-25	FNU Nabua	FTF/Online/Blended	Day
Nov 16-17	FNU Naceva	FTF/Online/Blended	Day

### Performance Management System

#### Competencies addressed:

The following topics will be discussed:

- Explain Performance management – definition & objective
- Understand the importance of having a performance development plan and the consequences of not having one in place
- Understand the performance management cycle and how to manage it
- Distinguish the elements of an effective, integrated performance management system
- Devise "SMART" annual performance objectives (e.g. objectives that are specific, measurable, attainable, relevant, and trackable).
- Understand the roles of managers and employees in the performance management process
- Importance of maintaining respect and trust within the performance management process by effectively coaching and providing feedback

**Target Group:** Customer service representatives, service attendants, front office staff, sales and marketing personnel, human resource personnel, finance personnel, and operations managers.

**Fee:** \$495

Training Dates	Venue	Mode	Session
Jan 26-27	FNU Nabua	FTF/Online/Blended	Day
May 18-19	FNU Naceva	FTF/Online/Blended	Day
Nov 23-24	FNU Nabua	FTF/Online/Blended	Day

## Essential Management Skills for Emerging Leaders

### Competencies addressed:

The following topics will be discussed:

- Understand how being a manager differs from being a good individual contributor
- Learn the value and importance of achieving results through others
- Review the classic, well-researched traits of great managers
- Learn the distinctions and practices of inspiration, empowerment, and support

**Target Group:** Customer service representatives, service attendants, front office staff, sales and marketing personnel, human resource personnel, finance personnel, and operations managers.

**Fee:** \$495

Training Dates	Venue	Mode	Session
Feb 16-17	FNU Nabua	FTF/Online/Blended	Day
Jun 14-15	FNU Naceva	FTF/Online/Blended	Day
Oct 25-26	FNU Nabua	FTF/Online/Blended	Day

## Succession Planning

### Competencies addressed:

The following topics will be discussed:

- Set up their Succession Planning process (SPP)
- Setting up an SPP with examples that you can tailor-fit to your organisation
- Learn the most common pitfalls of those who fail to put up an effective SPP and how you can avoid or remedy them

- Align with our featured best practices to make it work better for your organisation

**Target Group:** Customer service representatives, service attendants, front office staff, sales and marketing personnel, human resource personnel, finance personnel, and operations managers.

**Fee:** \$495

Training Dates	Venue	Mode	Session
Mar 16-17	FNU Naceva	FTF/Online/Blended	Day
Sep 27-28	FNU Nabua	FTF/Online/Blended	Day

## Fundamentals of Selling, Advertising & Marketing

### Competencies addressed:

The following topics will be discussed:

- Identify the behaviours and skills of successful sales professional
- Describe different types of selling models, making sales presentation and closing skills
- Identify elements of the sales framework
- Understand prospecting basics and be able to conduct a sales call
- Use a customer-centred selling approach to provide value
- Choose a closing technique to earn the business
- Complete formula to achieve sales goals
- Manage the customer relationship on an ongoing basis
- Develop an action plan to apply your new skills in advertising and marketing.

**Target Group:** Customer service representatives, service attendants, front office staff, sales and marketing personnel, Human resource personnel, finance personnel, and operations managers.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Feb 23-24	FNU Naceva	FTF/Online/Blended	Day
Jul 27-28	FNU Nabua	FTF/Online/Blended	Day

## Customer Complaints Management

### Competencies addressed:

The following topics will be discussed:

- Know and practice how to listen to your customer complaints & how to respond to them efficiently

- Develop skills for effective management of complaints
- Transform the problematic situations into positive actions
- Acquire a real competitive advantage by a better knowledge of clients and their needs
- Set up an effective Complaint Management Process (CMP)

**Target Group:** Customer service representatives, service attendants, front office staff, sales and marketing personnel, human resource personnel, finance personnel, and operations managers.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Mar 23-24	FNU Naceva	FTF/Online/Blended	Day

## Strategic Brand Management

### Competencies addressed:

The following topics will be discussed:

- Establish an identity for the product or a group of products.
- Protect the product or service legally for its unique features.
- Acquire a place for the product in consumers' minds for high and consistent quality.
- Persuade the consumer to buy the product by promising to serve their needs in a unique way.
- Create and send the message of strong, reliable business among consumers.

**Target Group:** Customer service representatives, service attendants, front office staff, sales and marketing personnel, Human resource personnel, finance personnel, and operations managers.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Mar 30-31	FNU Namaka	FTF/Online/Blended	Day

## Mastering Sales Management Techniques

### Competencies addressed:

The following topics will be discussed:

- Understand the importance of value creation in customer service excellence for the organisation.
- Personal attributes and characteristics of sales attendants.

- Know and understand customer expectations and demands, company product and services and latest market trends.
- Deliver better, faster service and increase customer satisfaction

**Target Group:** Customer service representatives, service attendants, front office staff, sales and marketing personnel, Human resource personnel, finance personnel, and operations managers.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Apr 13-14	FNU Naceva	FTF/Online/Blended	Day
Jun 29-30	FNU Nabua	FTF/Online/Blended	Day

## Talent and Knowledge Management Strategies

### Competencies addressed:

The following topics will be discussed:

- Identify required talent
- Implement compensation plans
- Manage performance appraisal system
- Nurture talent through effective strategies
- Retain talent
- Implement Talent Management Systems

**Target Group:** Customer service representatives, service attendants, front office staff, sales and marketing personnel, Human resource personnel, finance personnel, and operations managers.

**Fee:** \$495

Training Dates	Venue	Mode	Session
Apr 20-21	FNU Nabua	FTF/Online/Blended	Day
Jul 13-14	FNU Naceva	FTF/Online/Blended	Day

## Employer Branding

### Competencies addressed:

The following topics will be discussed:

- Apply leadership skills in promoting the brand image of an organisation
- Inspire and motivate other to develop strong brand personality and recognition
- Enhance brand reputation and employee retention

- Effectively coach and mentor junior employees
- Implement effective succession planning

**Target Group:** Customer service representatives, service attendants, front office staff, sales and marketing personnel, human resource personnel, finance personnel, and operations managers.

**Fee:** \$495

Training Dates	Venue	Mode	Session
Apr 27-28	FNU Naceva	FTF/Online/Blended	Day

## Visual Merchandising

### Competencies addressed:

The following topics will be discussed:

- Understand the key components of visual merchandising
- Distinguish between the various types and strategies used for displays in shops.
- Designing displays and configuring displays set up in stores based on customer taste and preferences.
- Understand the Pyramid Principle in visual merchandising.
- Understand how the use of space within shops increases the value and sales generation for various products and maximises returns on core products

**Target Group:** Customer service representatives, service attendants, front office staff, sales and marketing personnel, human resource personnel, finance personnel, and operations managers.

**Fee:** \$275

Training Dates	Venue	Mode	Session
May 30-31	FNU Nabua	FTF/Online/Blended	Day
Dec 14-15	FNU Naceva	FTF/Online/Blended	Day

## Workforce Planning

### Competencies addressed:

The following topics will be discussed:

- Reduce labour costs in favour of workforce deployment and flexibility.
- Identify and respond to changing customer needs.
- Identify relevant strategies for focused people development.
- Target inefficiencies.

- Improve employee retention.
- Improve productivity and quality outputs.

**Target Group:** Customer service representatives, service attendants, front office staff, sales and marketing personnel, human resource personnel, finance personnel, and operations managers.

**Fee:** \$495

Training Dates	Venue	Mode	Session
Jun 22-23	FNU Naceva	FTF/Online/Blended	Day
Sep 20-21	FNU Namaka	FTF/Online/Blended	Day

## Developing a Marketing Plan

### Competencies addressed:

The following topics will be discussed:

- Develop the skills in writing an effective marketing plan
- Understand the importance of a marketing plan as an important strategic document.
- Enhance the potential and competitive advantage of a business
- Effectively allocate resources for effective marketing and sales programs
- Achieve strategic market positioning and branding to leverage company profile

**Target Group:** Customer service representatives, service attendants, front office staff, sales and marketing personnel, human resource personnel, finance personnel, and operations managers.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Jul 21-22	FNU Naceva	FTF/Online/Blended	Day

## Leading High-Performance Teams

### Competencies addressed:

The following topics will be discussed:

- Execute the plans of the organisation in accordance with the policies and directives of the top management.
- Make plans for the sub-units of the organisation.
- Participate in employment & training of lower-level management.
- Manage change and diversity · Exhibit emotional intelligence



- Interpret and explain policies from top-level management to lower level.
- Coordinate the activities within the division or department

**Target Group:** Customer service representatives, service attendants, front office staff, sales and marketing personnel, human resource personnel, finance personnel, and operations managers.

**Fee:** \$495

Training Dates	Venue	Mode	Session
Aug 16-17	FNU Naceva	FTF/Online/Blended	Day

## Branded Customer Service for Competitive Edge

### Competencies addressed:

The following topics will be discussed:

- Understand niche marketing strategies.
- Identify the steps in identifying niche markets.
- Create benefits of niche marketing to the business.
- Market position and product differentiation techniques to capture high-value markets.
- Institute strong market planning and strategic management techniques.

**Target Group:** Customer service representatives, service attendants, front office staff, sales and marketing personnel, Human resource personnel, finance personnel, and operations managers.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Aug 23-24	FNU Naceva	FTF/Online/Blended	Day
Oct 13-14	FNU Nabua	FTF/Online/Blended	Day

## Telephone Etiquettes Skills

### Competencies addressed:

The following topics will be discussed:

- Understand the importance of exceptional telephone etiquette in business communication.
- Know and understand customer expectations and demands through tactful phone and mobile communication.
- Deliver better, faster service and increase customer satisfaction through excellent telephone skills.
- Manage and handle the various categories of customers.

**Target Group:** Customer service representatives, service attendants, front office staff, sales and marketing personnel, human resource personnel, finance personnel, and operations managers.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Sep 13-14	FNU Naceva	FTF/Online/Blended	Day

## Handling Difficult Employee Behaviour

### Competencies addressed:

The following topics will be discussed:

- Understanding staff contribution
- Staff personality
- The LEAD Model
- Effective communication
- Dealing with aggression
- Managing conflict
- Motivation
- Coaching

**Target Group:** This course is designed for anyone who wants to develop their skills in this crucial area of people management and for managers/ senior supervisors who want to develop techniques to deal with challenging attitudes.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Jan 25	Naceva/Nadi/Nabua/Labasa	FTF/Online/Blended	Day
Sep 8	Naceva/Nadi/Nabua/Labasa	FTF/Online/Blended	Day

## Training of Trainer's Module 1 – Instructional Skills Workshop

### Competencies addressed:

The following topics will be discussed:

- Adult Learners
- Learning Principles and Styles
- Communication Skills
- Learning Environment: Role of Motivation
- Domains of Learning

- The Training Cycle
- Designing Programs – Writing Instructional Objectives
- Roles of the Trainer

**Target Group:** This course is designed for Training Officers, Assistants, Human Resource Manager any other person responsible for training and development within the organisation.

**Fee:** \$825

Training Dates	Venue	Mode	Session
Feb 21 - 25	Naceva	FTF	Day
Feb 7 - 15	Nabua	Online	Evening (Online)
Feb 21 - Mar 1	Labasa	Online	Evening (Online)
Mar 21 - 29	Naceva	Online	Evening (Online)
Jun 13 - 17	Nabua	FTF	Day
Aug 22 - 26	Nabua	FTF	Day
Sep 5 - 9	Nabua	Online	Evening (Online)
Oct 17 - 21	Nadi	FTF	Day

## Training of Trainer’s Module 2 – Systematic Approach to Training

### Competencies addressed:

The following topics will be discussed:

- The Training Cycle
- Training Needs Analysis
- Linking Training to the Corporate Plan of the Organization
- Training Policy
- Training Plan
- Training Budgets
- Management Commitment to Training
- Identifying Training Requirement through Performance Management

**Target Group:** Designed for training officers, assistants, coordinators, human resource managers and any other person responsible for training & development within the organisation.

**Fee:** \$825

Training Dates	Venue	Mode	Session
Mar 14 – 18	Nabua	FTF	Day
Apr 4 – 8	Naceva	FTF	Day
May 2 – 6	Naceva	FTF	Day
May 16 – 20	Labasa	FTF	Day
Jul 25 – 29	Nabua	FTF	Day
Sep 19 – 23	Nabua	FTF	Day
Sep 19 – 23	Naceva	FTF	Day

### Training of Trainer's Module 3 – Training Systems in Fiji

#### Competencies addressed:

The following topics will be discussed:

- The FNU Levy Scheme
- The FNU Grant Scheme
- Apprenticeship Scheme
- National Trade Testing Scheme
- Method A and Method B Grant Claims
- FNU Criteria for Training Providers
- Guidelines on Training Policies and Plans
- Registration of training staff
- Developing and Managing a Training System

**Target Group:** Designed for training officers, assistants, coordinators, human resource managers and any other person responsible for training & development within the organisation.

**Fee:** \$385

Training Dates	Venue	Mode	Session
Apr 7 – 8	Nabua	FTF	Day
Jun 2 – 3	Naceva	FTF	Day
Jun 15 – 16	Naceva	FTF	Day
Jul 14 – 15	Labasa	FTF	Day
Oct 13 – 14	Nabua	FTF	Day
Nov 16 – 17	Naceva	FTF	Day

## Training of Trainer's Module 4 – Evaluation of Training

### Competencies addressed:

The following topics will be discussed:

- Importance of Effective evaluation procedures
- Different levels of Evaluation
- Designing Evaluation
- Using Evaluation Results
- Soliciting and Providing Feed back

**Target Group:** Designed for training officers, assistants, coordinators, human resource managers and any other person responsible for training & development within the organisation.

**Fee:** \$495

Training Dates	Venue	Mode	Session
Apr 27 - 29	Nabua	FTF	Day
Jun 29 – Jul 1	Naceva	FTF	Day
Jul 11 – 13	Naceva	FTF	Day
Aug 10 – 12	Labasa	FTF	Day
Nov 26 - 28	Nabua	FTF	Day
Dec 5 - 7	Nadi	FTF	Day

## Improving Productivity Through Time Management

### Competencies addressed:

The following topics will be discussed:

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

**Target Group:** This course is designed for managers, supervisors, team leaders, frontline staff, customer service staff and all other staff at any organisation.

**Fee:** \$198

Training Dates	Venue	Mode	Session
Feb 28	Naceva/Nadi/Nabua/Labasa	FTF/Online/Blended	Day
Nov 30	Naceva/Nadi/Nabua/Labasa	FTF/Online/Blended	Day

## Strategic Leadership & Management

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$352

Training Dates	Venue	Mode	Session
Mar 9 - 10	Naceva/Nadi/Nabua/Labasa	FTF/Online/Blended	Day
Jun 27 - 28	Naceva/Nadi/Nabua/Labasa	FTF/Online/Blended	Day

## Management Skills for Administrative Assistants

### Competencies addressed:

The following topics will be discussed:

- Manage roles, responsibilities and teamwork
- Manage time & priorities
- Manage relationships and communication
- Negotiation and conflict management
- Action plan

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

**Fee:** \$275

Training Dates	Venue	Mode	Session
Mar 30 - 31	Naceva/Nadi/Nabua/Labasa	FTF/Online/Blended	Day
Jul 27 - 28	Naceva/Nadi/Nabua/Labasa	FTF/Online/Blended	Day

## Human Resource Management (HRM)

### Competencies addressed:

The following topics will be discussed:

- Human resource management
- Human resource planning
- Appraising and managing performance
- Career development & planning
- Human resource development
- Employee remuneration
- Managing International HRM
- HRM effectiveness
- Employee benefits
- Industrial relations
- Negotiation
- Employee OHS

**Target Group:** Any person who wish to upgrade or acquire the required knowledge in the human resource field.

**Fee:** \$1,804

Training Dates	Venue	Mode	Session
Apr 25 – Jul 25	Naceva/Nadi/Nabua/Labasa	Online	Evening
Aug 15 – Nov 15	Naceva/Nadi/Nabua/Labasa	Online	Evening

## Leadership Development

### Competencies addressed:

The following topics will be discussed:

MODULE 1	MODULE 2	MODULE 3
Leading Others	Personal Leadership	Organisational/ Business Leadership
Building Relationships	Powerful Presentations	Creating Leadership in Your Organisation
Coaching	Thinking with Innovation and Creativity	Change Management
Effective Communication	Using Communication Styles to Impact Your Bottom Line	Building Change Readiness
Conflict Management	Personal Development Plan	Leading Change

Facilitating Effective Meetings		Interviewing Skills
Preparing for and Giving an Effective Performance Review		Managing Paradigms
Performance Management		Goal Setting
Situational Approach to Leadership		Problem Solving
		Project Management

**Target Group:** This course is designed for leadership development training course is ideal for senior managers, managers, supervisors, team leaders, and other executives, wishing to improve their skills for their next management role.

**Fee:** \$490

Training Dates	Venue	Mode	Session
May 9 - 11	Naceva/Nadi/ Nabua/Labasa	FTF/Online/ Blended	Day

## Leadership, Management & Supervisory Skills

### Competencies addressed:

The following topics will be discussed:

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

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

**Fee:** \$330

Training Dates	Venue	Mode	Session
May 23 - 24	Naceva/Nadi/Nabua/Labasa	FTF/Online/ Blended	Day



## Achieving Leadership Success Through People

### Competencies addressed:

The following topics will be discussed:

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

**Target Group:** Senior Managers, Managers, Supervisors, Team Leaders, Directors, Vice Presidents and other executives, and mid-level managers and others in positions of leadership.

**Fee:** \$220

Training Dates	Venue	Mode	Session
Oct 6	Naceva	FTF	Day

## Leadership for Junior & Middle Executives

### Competencies addressed:

The following topics will be discussed:

- Empowering: Self and Others.
- Leadership from the manager's point of view
- Build credibility and trust
- Participative leader skills and techniques
- Coaching and Mentoring Skills
- Decision-making tools for effective leadership
- Problem-solving Techniques.

**Target Group:** Managers, Supervisors, Team Leaders and Small Business Owners who would like to better their skills in leading high-performance teams.

**Fee:** \$385

Training Dates	Venue	Mode	Session
Aug 29 - 30	Naceva/Nabua	FTF/Online/Blended	Day

## DEPARTMENT OF NATIONAL APPRENTICESHIP AND TRAINING AND TRADE TEST

### Motor Vehicle Mechanic Class III (MVM III)

**Competencies addressed:** The assessment covers practical and theoretical aspects of the Motor Vehicle Mechanic trade.

**The following topics will be assessed:**

- General workshop practices and Workshop safety
- Vehicle Engine operation, Lubrication, Cooling and Fuel system
- Vehicle Starting, Charging, EFI and Electrical system
- Vehicle Transmission system
- Vehicle Suspension, Steering and Braking system
- Vehicle Safety Devices

**Target Group:** Tradesperson directly involved in Motor Vehicle Mechanic Trade and have a minimum of 2 years relevant work experience.

**Fee:** \$83

Training Dates	Venue	Mode	Session
Mar 18-19	Narere	FTF	Day/Evening
Apr 6-7	Naceva	FTF	Day/Evening
Jul 26-27	Labasa	FTF	Day/Evening
Aug 26-27	Narere	FTF	Day/Evening

### Motor Vehicle Mechanic Class II (MVM II)

**Competencies addressed:** The assessment covers practical and theoretical aspects of Motor Vehicle Mechanic trade.

**The following topics will be assessed:**

- General workshop practices and Workshop safety
- Vehicle Engine operation, Lubrication, Cooling and Fuel system
- Vehicle Starting, Charging, EFI and Electrical system
- Vehicle Transmission system
- Vehicle Suspension, Steering and Braking system
- Vehicle Safety Devices
- Knowledge and use of automotive tools and test equipment's

**Target Group:** Tradesperson with Class III Motor Vehicle Mechanic Trade Test certificate and have a minimum of 4 years relevant work experience.

**Fee:** \$127

Training Dates	Venue	Mode	Session
May 4-5	Naceva	FTF	Day/Evening
Jun 3-4	Narere	FTF	Day/Evening
Jul 26-27	Labasa	FTF	Day/Evening

## Motor Vehicle Mechanic Class I (MVM I)

**Competencies addressed:** The assessment covers practical and theoretical aspects of Motor Vehicle Mechanic trade.

**The following topics will be assessed:**

- General workshop practices and Workshop safety
- Vehicle Engine operation, Lubrication, Cooling and Fuel system
- Vehicle Starting, Charging, EFI and Electrical system
- Vehicle Transmission system
- Vehicle Suspension, Steering and Braking system
- Vehicle Safety Devices
- Knowledge and use of automotive tools and test equipment's

**Target Group:** Tradesperson with Class III & Class II Motor Vehicle Mechanic Trade Test certificate and a minimum of 6 years relevant work experience.

**Fee:** \$160

Training Dates	Venue	Mode	Session
Oct 12-13	Narere	FTF	Day/Evening

## Refrigeration & Air-Conditioning

### Refrigeration & Air-Conditioning Class III (RAC III)

**Competencies addressed:** The assessment covers practical and theoretical aspects of Refrigeration and Air-conditioning trade.

**The following topics will be assessed:**

- Safe working practices/ OHS
- Brazing/gas welding
- Refrigerant handling

- Maintenance and RAC parts identification
- Knowledge of RAC compressors
- Knowledge and use of RAC tools and test equipment's

**Target Group:** Tradesperson directly involved in Refrigeration and Air-Conditioning Trade having a minimum of 2 years relevant work experience.

**Fee:** \$83

Training Dates	Venue	Mode	Session
Mar 23-24	Naceva	FTF	Day/Evening
Apr 29-30	Narere	FTF	Day/Evening
Jul 28-29	Labasa	FTF	Day/Evening
Aug 18-19	Narere	FTF	Day/Evening
Oct 19-20	Naceva	FTF	Day/Evening

## Refrigeration & Air-Conditioning Class II (RAC II)

**Competencies addressed:** The assessment covers practical and theoretical aspects of Refrigeration and Air-conditioning trade.

### The following topics will be assessed:

- General workshop practices and Workshop safety
- Reciprocating compressors
- Condenser, Refrigerant controls, Evaporators, Direct expansion system.
- Defrost timers, Refrigerant piping components
- Vacuum pump, system evacuation/charge
- Fault diagnosis
- 3 phase Motor protection/installation/connection.

**Target Group:** Tradesperson with Class III Refrigeration and Air-conditioning Trade Test certificate and have a minimum of 4 years relevant work experience.

**Fee:** \$127

Training Dates	Venue	Mode	Session
May 25-26	Narere	FTF	Day/Evening
Jun 8-9	Naceva Centre, Lautoka	FTF	Day/Evening
Jul 28-29	Labasa	FTF	Day/Evening
Sep 21-22	Narere	FTF	Day/Evening

## Refrigeration & Air-Conditioning Class I (RAC I)

**Competencies addressed:** The assessment covers practical and theoretical aspects of Refrigeration and Air-conditioning Trade.

### The following topics will be assessed:

- General workshop practices and Workshop safety
- RAC test instruments
- Installation, piping, wiring schematics.
- Fault diagnosis
- Centrifugal pumps
- Cool rooms, refrigeration systems
- Air-conditioning, heating systems

**Target Group:** Tradesperson with Class III & Class II Refrigeration and Air-conditioning Trade Test certificate and have a minimum of 6 years relevant work experience.

**Fee:** \$160

Training Dates	Venue	Mode	Session
Nov 16-17	Narere	FTF	Day/Evening

## Spray Painting

### Spray Painting Class III (SP III)

**Competencies addressed:** The assessment covers practical and theoretical aspects of the Spray-Painting trade.

### The following topics will be assessed:

- General workshop practices and Workshop safety
- Spray painting tools/ equipment usage and safety
- Personal Protective Equipment
- Substrate preparation
- Putty, body filler, sanding
- Paint preparation
- Primer application

**Target Group:** Tradesperson directly involved in Spray Painting Trade having a minimum of 2 years relevant work experience

**Fee:** \$83

Training Dates	Venue	Mode	Session
Jan 27-28	Narere	FTF	Day/Evening

## Spray Painting Class II (SP II)

**Competencies addressed:** The assessment covers practical and theoretical aspects of the Spray-Painting Trade.

**The following topics will be assessed:**

- General workshop practices and Workshop safety
- Spray painting tools/ equipment usage and safety
- Surface preparation
- Masking, sanding
- Two tonings and paint stripping
- Paint application
- Protective coat application

**Target Group:** Tradesperson with Class III Spray Painting Trade Test certificate and have a minimum of 4 years relevant work experience.

**Fee:** \$127

Training Dates	Venue	Mode	Session
Sep 1-2	Narere	FTF	Day/Evening

## Panel Beating

### Panel Beating Class III (PB III)

**Competencies addressed:** The assessment covers practical and theoretical aspects of Panel Beating trade.

**The following topics will be assessed:**

- General workshop practices and Workshop safety
- Care, use and maintenance of the tools
- Blocking shaping and planishing
- Repairs to simple convex panels
- Removal and refitting components
- Minor dent repair
- Hot shrink

**Target Group:** Tradesperson directly involved in Panel Beating Trade having a minimum of 2 years relevant work experience

**Fee:** \$83

Training Dates	Venue	Mode	Session
Feb 18-19	Narere	FTF	Day/Evening

## Panel Beating Class II (PB II)

**Competencies addressed:** The assessment covers practical and theoretical aspects of Panel Beating trade.

**The following topics will be assessed:**

- Care, use and maintenance of the tools
- Hydraulic body jack, damaged dozer
- Mig welding machines
- Body realigning, removing and repairing/replacing panels
- Repair plastic bumpers
- Salvage rusted and damaged panels

**Target Group:** Tradesman with Class III Panel Beating Trade Test certificate and have a minimum of 4 years relevant work experience

**Fee:** \$127

Training Dates	Venue	Mode	Session
Dec 6 -7	Narere	FTF	Day/Evening

## Hand & Machine Typographer

### Hand & Machine Typographer Class III (HMT III)

**Competencies addressed:** The assessment covers practical and theoretical aspects of Hand & Machine Typographer trade

**The following topics will be assessed:**

- General workshop practices and Workshop safety
- Care, use and maintenance of the tools
- ISO paper sizes
- Setting and fitting letters
- Setting job
- Proper use of quoin keys

**Target Group:** Tradesperson directly involved in Hand & Machine Typographer Trade having a minimum of 2 years relevant work experience

**Fee:** \$83

Training Dates	Venue	Mode	Session
Feb 9-10	Narere	FTF	Day/Evening

## Hand & Machine Typographer Class II (HMT II)

**Competencies addressed:** The assessment covers practical and theoretical aspects of the Hand & Machine Typographer trade.

**The following topics will be assessed:**

- General workshop practices and Workshop safety
- Care, use and maintenance of the tools
- Subdivision of paper
- Chases and their uses
- Linotype, monotype
- Hand setting and running types and blocks

**Target Group:** Tradesperson with Class III Hand & Machine Typographer Trade Test certificate and have a minimum of 4 years relevant work experience

**Fee:** \$127

Training Dates	Venue	Mode	Session
Dec 1-2	Narere	FTF	Day/Evening

## Letter Press Machinist

### Letter Press Machinist Class III (LPM III)

**Competencies addressed:** The assessment covers practical and theoretical aspects of Letter Press Machinist trade

**The following topics will be assessed:**

- General workshop practices and Workshop safety
- Care, use and maintenance of the tools
- Printing process
- Paper/ ink description
- Machine/ equipment knowledge
- Cylinders, rollers, ink ducts
- Grip and lay system

**Target Group:** Tradesperson directly involved in Letter Press Machinist Trade having a minimum of 2 years relevant work experience

**Fee:** \$83

Training Dates	Venue	Mode	Session
Jan 25-26	Narere	FTF	Day/Evening



## Letter Press Machinist Class II (LPM II)

**Competencies addressed:** The assessment covers practical and theoretical aspects of the Letter Press Machinist trade.

**The following topics will be assessed:**

- Care, use and maintenance of the tools
- Types of machines and equipment's
- Paper, ink, colour knowledge
- Gauges, plates cylinders use and setting
- Colour mixing/ matching
- Paper preparation, printing and drying

**Target Group:** Tradesperson with Class III Letter Press Machinist Trade Test certificate and have a minimum of 4 years relevant work experience.

**Fee:** \$127

Training Dates	Venue	Mode	Session
Aug 30-31	Narere	FTF	Day/Evening

## Sheet Metal Worker

### Sheet Metal Worker Class III (SMW III)

**Competencies addressed:** The assessment covers practical and theoretical aspects of the Sheet Metal Worker trade

**The following topics will be assessed:**

- General workshop practices and Workshop safety
- Care, use and maintenance of the tools
- Drilling, riveting, sawing
- Use of specialised tools and equipment
- Seaming
- Measurement and pattern development
- Spot welding and soldering

**Target Group:** Tradesperson directly involved in Sheet Metal Worker Trade having a minimum of 2 years relevant work experience

**Fee:** \$83

Training Dates	Venue	Mode	Session
Aug 22-23	Narere	FTF	Day/Evening

## Sheet Metal Worker Class II (SMW II)

**Competencies addressed:** The assessment covers practical and theoretical aspects of the Sheet Metal Worker trade.

**The following topics will be assessed:**

- General workshop practices and Workshop safety
- Care, use and maintenance of the tools
- Hollowing, raising, planishing
- Tinning, brazing, spot welding
- Safety with combustible vessels
- Knowledge of metal properties

**Target Group:** Tradesperson with Class III Sheet Metal Worker Trade Test certificate and have a minimum of 4 years relevant work experience.

**Fee:** \$127

Training Dates	Venue	Mode	Session
Sep 29-30	Narere	FTF	Day/Evening

## Electrician

### Electrician Class III (EL III)

**Competencies addressed:** The assessment covers practical and theoretical aspects of the Electrician trade.

**The following topics will be assessed:**

- Electrical safety
- Electrical principles, calculation, and hardware
- Electrical measuring and testing instruments
- Motors and transformers
- Domestic electrical appliances.

**Target Group:** Tradesperson directly involved in Electrical Trade having a minimum of six (6) years relevant experience.

**Fee:** \$83

Training Dates	Venue	Mode	Session
Jan 20-21	Narere	FTF	Day/Evening
Mar 25-26	Naceva	FTF	Day/Evening
Jul 28-29	Labasa	FTF	Day/Evening

Aug 12-13	Narere	FTF	Day/Evening
Nov 25-26	Narere	FTF	Day/Evening

## Electrician Class II (EL II)

**Competencies addressed:** The assessment covers practical and theoretical aspects of the Electrician trade.

### The following topics will be assessed:

- Electrical safety and Treatment of electric shock
- Wiring principles, calculation and hardware
- AS/NZ Wiring rules and testing instruments
- Refrigeration and air conditioning and use of Machinery
- Electronics and AC Variable Control
- Rewinding of Ac and DC Equipment and solar power systems

**Target Group:** Tradesperson with Class III Electrician Trade Test certificate and have an additional of 3 years of electrical work experience.

**Fee:** \$127

Training Dates	Venue	Mode	Session
May 27-28	Narere	FTF	Day/Evening
Jul 28-29	Labasa	FTF	Day/Evening

## Electrician Class I (EL I)

**Competencies addressed:** The assessment covers practical and theoretical aspects of the Electrician trade.

### The following topics will be discussed:

- AS/NZ Wiring and Wiring Skills
- Refrigeration, Motor Testing and battery maintenance
- Metering Principle, Electrical calculation
- Drawing Interpretation and Basic managerial Techniques
- Industrial Switch Boards, Thyristors and Circuit Analysis

**Target Group:** Tradesperson with Class III & Class II Electrician Trade Test certificate and have additional 2 years of electrical work experience.

**Fee:** \$160

Training Dates	Venue	Mode	Session
Nov 18-19	Narere	FTF	Day/Evening

## Motor Vehicle Electrical Electronics

### Motor Vehicle Electrical Electronics Class III (MVEE III)

**Competencies addressed:** The assessment covers practical and theoretical aspects of the Motor Vehicle Electrical Electronics trade.

**The following topics will be assessed:**

- Workshop safety, General workshop practice and documentation
- Fundamentals of electricity
- Batteries, starting systems, Charging and Conventional ignition system
- Electronic fuel injection system, Engine ignition system and lighting system
- Vehicle air conditioning, Vehicle safety, accessories and Electronic braking system

**Target Group:** Tradesperson directly involved in Motor Vehicle Electrical Electronic Trade having a minimum of 2 years relevant work experience

**Fee:** \$83

Training Dates	Venue	Mode	Session
Mar 18-19	Narere	FTF	Day/Evening

### Motor Vehicle Electrical Electronics Class II (MVEE II)

**Competencies addressed:** The assessment covers practical and theoretical aspects of the Motor Vehicle Electrical Electronics trade.

**The following topics will be discussed:**

- Workshop safety, General workshop practice and documentation.
- Engine construction and the principle of operation.
- Lighting system, starting system, Charging system, Conventional ignition system.
- Electronic fuel injection system, Engine ignition, Instrument and safety system.
- Vehicle Air conditioning, electronic braking system and Hybrid vehicle(optional)

**Target Group:** Tradesperson with Class III Motor Vehicle Electrical Electronics Trade Test certificate and a minimum of 4 years of electrical work experience.

**Fee:** \$127

Training Dates	Venue	Mode	Session
Sep 16-17	Narere	FTF	Day/Evening

## Pipe Fitter

### Pipe Fitter Class III (PF III)

**Competencies addressed:** The assessment covers practical and theoretical aspects of the Pipe Fitter trade.

**The following topics will be assessed:**

- Workshop safety, tools, materials, and basic workshop processes.
- Measurement, setting, marking, and cutting pipes
- Fabrication, Bending and joining of pipes
- Understating and interpretation of drawing

**Target Group:** Tradesperson directly involved in Pipe Fitter trade having a minimum of 2 years relevant work experience

**Fee:** \$83

Training Dates	Venue	Mode	Session
Apr 29-30	Narere	FTF	Day/Evening
Dec 2-3	Narere	FTF	Day/Evening

### Pipe Fitter Class II (PF II)

**Competencies addressed:** The assessment covers practical and theoretical aspects of the Pipe Fitter trade.

**The following topics will be assessed:**

- Workshop safety and basic workshop processes.
- Cutting, threading, bending and joining pipes.
- Joining and fixing of cast iron, copper, PVC and mild steel pipes.
- Connection and carrying out the hydraulic test.

**Target Group:** Tradesperson with Class III Pipe Fitter Trade Test certificate and have a minimum of 4 years relevant work experience.

**Fee:** \$127

Training Dates	Venue	Mode	Session
Jun 10-11	Naceva	FTF	Day/Evening

## Plumber General

### Plumber General Class III (PG III)

**Competencies addressed:** The assessment covers practical and theoretical aspects of the Plumber General trade.

**The following topics will be assessed:**

- Workshop safety, tools, materials and basic workshop processes.
- Measurement, setting, marking, and cutting pipes
- Bending and joining of pipes and sheet metal
- Sanitary fixtures and basic calculations

**Target Group:** Tradesperson directly involved in Plumber General Trade having a minimum of 2 years relevant work experience

**Fee:** \$83

Training Dates	Venue	Mode	Session
Feb 18-19	Narere	FTF	Day/Evening
Apr 7-8	Naceva	FTF	Day/Evening
Jul 26-27	Labasa	FTF	Day/Evening
Aug 26-27	Narere	FTF	Day/Evening
Oct 21-22	Naceva	FTF	Day/Evening
Dec 16-17	Narere	FTF	Day/Evening

### Plumber General Class II (PG II)

**Competencies addressed:** The assessment covers practical and theoretical aspects of Plumber General trade.

**The following topics will be assessed:**

- Workshop safety and basic workshop processes.
- Setting, marking, cutting, bending and joining pipes.
- Brazing and hard soldering
- Valves, Cold and hot water services
- Sanitary fixtures and drainage system

**Target Group:** Tradesperson with Class III Plumber General Trade Test Certificate and have a minimum of 4 years relevant work experience.

**Fee:** \$127

Training Dates	Venue	Mode	Session
May 6-7	Naceva	FTF	Day/Evening
Jun 3-4	Narere	FTF	Day/Evening
Jul 26-27	Labasa	FTF	Day/Evening
Sep 29-30	Narere	FTF	Day/Evening

## Plumber General Class I (PG I)

**Competencies addressed:** The assessment covers practical and theoretical aspects of the Plumber General trade.

### The following topics will be assessed:

- Safety, material, equipment and site procedure.
- Functional knowledge and design factors.
- Methods of installation on various systems, development, and joint preparation.
- Repair, maintenance system, Soldering and welding processes.
- Testing and commissioning

**Target Group:** Tradesperson with Class III & Class II Plumber General Trade Test certificate and a minimum of 6 years relevant work experience.

**Fee:** \$160

Training Dates	Venue	Mode	Session
Oct 7-8	Narere	FTF	Day/Evening

## Plasterer General

### Plasterer General Class III (PL III)

**Competencies addressed:** The assessment covers practical and theoretical aspects of basic Plasterer General trade.

### The following topics will be assessed:

- General workshop practices and Workshop safety
- The reading and measuring with the rule to 1/16 of an inch or 1mm
- Selection and use of straight edge, wooden square, preparation of fixing battens
- The reading of simple sketches
- The preparation of surfaces, mixing of plaster, sand, cement, lime,
- Plaster application, the reasonable finish of surfaces

**Target Group:** Tradesperson is directly involved in Plasterer General trade and has a minimum of 2 years of relevant work experience.

**Fee:** \$83

Training Dates	Venue	Mode	Session
Jan 20-21	Narere	FTF	Day/Evening
Jul 20	Labasa	FTF	Day/Evening

## Block Layer

### Block Layer Class III (BLK III)

**Competencies addressed:** The assessment covers practical and theoretical aspects of basic Block layer trade.

**The following topics will be assessed:**

- General workshop practices and Workshop safety
- The identification care uses and maintenance of tools
- The reading and measuring with the rule to 1/8 of an inch and simple sketches
- The mixing of concrete and care of use gauge boxes.
- The mixing of mortar for concrete blocks,
- The understanding of various shapes, types and size blocks and their properties

**Target Group:** Tradesperson is directly involved in Block Layer trade with a minimum of 2 years of relevant work experience.

**Fee:** \$83

Training Dates	Venue	Mode	Session
Feb 17-18	Narere	FTF	Day/Evening
Jul 19	Labasa	FTF	Day/Evening

## Carpenter General

### Carpenter General Class III (CG III)

**Competencies addressed:** The assessment covers practical and theoretical aspects of basic Carpenter General trade.



**The following topics will be assessed:**

- General workshop practices and Workshop safety
- The reading and measuring with rules to 1mm
- Knowledge of setting printable power tools and includes electric tools
- The purpose and construction of the following types of joints
- The common types of roofing covering and their fixing
- The splicing of a door frame in position

**Target Group:** Tradesperson directly involved in Carpenter General trade having a minimum 2 years of relevant work experience.

**Fee:** \$83

Training Dates	Venue	Mode	Session
May 13-14	Narere	FTF	Day/Evening
May 26-27	Narere	FTF	Day/Evening
Jul 7-8	Narere	FTF	Day/Evening
Jul 13-14	Naceva	FTF	Day/Evening
Jul 18	Labasa	FTF	Day/Evening
Aug 11-12	Narere	FTF	Day/Evening

**Carpenter General Class II (CG II)**

**Competencies addressed:** The assessment covers practical and theoretical aspects of Carpenter General trade.

**The following topics will be assessed:**

- General workshop practices and Workshop safety
- The interpretation of simple drawing and sketch, preparation of materials list
- Different types of glues and their application, preparation and common gluing defects
- Setting out and construction of simple arch centres
- The knowledge of concreting, hip, gables and valley roofs
- Construction of a timber floor for a domestic building and materials.

**Target Group:** Tradesperson with Class III Carpenter General Trade Test certificate and have a minimum of 4 years of relevant work experience.

**Fee:** \$127

Training Dates	Venue	Mode	Session
Sep 1-2	Narere Centre – Suva	FTF	Day/Evening

## Carpenter General Class I (CG I)

**Competencies addressed:** The assessment covers practical and theoretical aspects of Carpenter General trade.

### The following topics will be assessed:

- General workshop practices and Workshop safety
- The use of a dumpy level for setting out building works acceptable tolerance
- The carrying out of any finishing work applicable to the trades
- Setting out of construction formwork for circular or non-rectangular footing.
- The application of geometry to the setting out of foundation
- Preparation of bills or materials from drawing.
- The planning and organisation of carpentry work.

**Target Group:** Tradesperson with Class III & Class II Carpenter General Trade Test certificate and a minimum of 6 years of relevant work experience.

**Fee:** \$160

Training Dates	Venue	Mode	Session
Sep 9-10	Narere	FTF	Day/Evening

## Cabinet Maker

### Cabinet Maker III (CM III)

**Competencies addressed:** The assessment covers practical and theoretical aspects of basic Cabinet Maker trade.

### The following topics will be assessed:

- General workshop practices and Workshop safety
- The identification, care use and maintenance of tools and they users
- The reading, measuring with 1mm rule and simple conversion of metric and imperial
- The simple fixing of hardware, traditional types of drawers, doors and construction
- The interpretation of simple drawing and carrying out of simple calculations
- Freehand sketching in following projection, isometric, oblique and orthographic

**Target Group:** Tradesperson is directly involved in Cabinet Maker trade and has 2 years of relevant work experience.

**Fee:** \$83

Training Dates	Venue	Mode	Session
Apr 7-8	Narere	FTF	Day/Evening
Apr 28-29	Naceva	FTF	Day/Evening
Jul 22	Labasa	FTF	Day

## Cabinet Maker II (CM II)

**Competencies addressed:** The assessment covers practical and theoretical aspects of the Cabinet Maker trade.

### The following topics will be assessed:

- General workshop practices and Workshop safety
- The interpretation of simple drawing and sketch, preparation of materials list
- To understand, demonstrate the machine and construction of corner, angle and widening joints
- The banding and trimming of edges with laminated plastic or other types used on site
- Construction of various range of cabinet without assistance
- The reading of metric scaled drawing (2D) prepare a cutting list, materials list, carry out projects
- Know timber seasoning, types of seasoning, moisture and timber defects

**Target Group:** Tradesperson with Class III Cabinet Maker Trade Test certificate and have a minimum of 4 years of relevant work experience.

**Fee:** \$127

Training Dates	Venue	Mode	Session
Apr 9	Narere	FTF	Day
Apr 30	Naceva	FTF	Day
Jun 18	Narere	FTF	Day
Sep 23-24	Narere	FTF	Day/Evening

## Joiner

### Joiner III (J III)

**Competencies addressed:** The assessment covers practical and theoretical aspects of the basic Joiner trade.

**The following topics will be assessed:**

- General workshop practices and Workshop safety
- The identification, care use and maintenance of tools and they users
- The reading of and measuring with 1mm rule and simple conversion of metric and imperial
- The simple fixing of hardware, traditional types of drawers, doors and construction
- The interpretation of simple drawing and carrying out of simple calculations
- Freehand sketching in following projection, isometric, oblique and orthographic
- Knowledge of MDF Board, plyboard, Formica and hardware fittings

**Target Group:** Tradesperson directly involved in Joiner trade having a minimum of 2 years of relevant work experience.

**Fee:** \$83

Training Dates	Venue	Mode	Session
Jun 2-3	Naceva	FTF	Day/Evening
Jun 16-17	Narere	FTF	Day/Evening
Aug 18-19	Narere	FTF	Day/Evening

### Joiner II (J II)

**Competencies addressed:** The assessment covers practical and theoretical aspects of the Joiner trade.

**The following topics will be assessed:**

- General workshop practices and Workshop safety
- The interpretation of simples drawing and sketch, preparation of materials list
- To understand, demonstrate the machine and construction of the corner.
- Have knowledge of timber seasoning and types of seasoning.
- Construction of all types of doors, windows applications of hardboard or ply boards
- Care seating and commercial kitchen fitments, laminates for finishing works
- Basic understanding and skills in cutting and fixing glass

**Target Group:** Tradesperson with Class III Joiner Trade Test certificate and have a minimum of 4 years of relevant work experience.

**Fee:** \$127

Training Dates	Venue	Mode	Session
Sep 16-17	Narere	FTF	Day/Evening

## Painter & Decorator

### Painter & Decorator Class III (PD III)

**Competencies addressed:** The assessment covers practical and theoretical aspects of the Painter & Decorator trade.

**The following topics will be assessed:**

- General workshop practices and Workshop safety
- The reading and measuring with the rule to 1/16 of an inch or 1mm
- The mixing of paints ready for general use
- Techniques required in the preparation of old and new surfaces for painting
- Type of paints and their general use
- Type of fillers and Mode where and how they are used

**Target Group:** Tradesperson directly involved in Painter & Decorator trade having a minimum of 2 years of relevant work experience.

**Fee:** \$83

Training Dates	Venue	Mode	Session
Jun 4	Naceva	FTF	Day
Aug 20	Narere	FTF	Day/Evening

## Wood Machinist

### Wood Machinist Class III (WM III)

**Competencies addressed:** The assessment covers practical and theoretical aspects of Wood Machinist trade.

**The following topics will be assessed:**

- General workshop practices and Workshop safety
- The reading and measuring with the rule to 1/16 of an inch or 1mm
- The machines joints, rebate, though, stopped housing. plain mitre

- The interpretation of simple drawing and sketching of machine parts
- The knowledge of timber growth, milling, defects and seasoning

**Target Group:** Tradesperson is directly involved in Wood Machinist trade and has 2 years of relevant work experience.

**Fee:** \$83

Training Dates	Venue	Mode	Session
Mar 24-25	Narere	FTF	Day/Evening

## Upholsterer

### Upholsterer Class III (UPH III)

**Competencies addressed:** The assessment covers practical and theoretical aspects of Upholsterer trade.

**The following topics will be assessed:**

- The identification, care, use maintenance of tools
- Ability to work with given dimension and standard forms of measurement.
- Identification of types of nails tacks, staples, screws, eye lets, foams, springs and webbing.
- Upholstery of plain stools and chairs.

**Target Group:** Tradesperson directly involved in Upholsterer trade having a minimum of 2 years relevant work experience.

**Fee:** \$83

Training Dates	Venue	Mode	Session
Aug 19-20	Narere	FTF	Day/Evening

### Upholsterer Class II (UPH II)

**Competencies addressed:**

The assessment covers practical and theoretical aspects of the Upholsterer trade.

**The following topics will be assessed:**

- Workshop safety, care and maintenance of tools
- Making of cushions and working on springs, Hessians, webbing and foam rubber.

- Use of all types of portable electric tools requires in the trade.
- Understand the type of threads, material and calculation of material use.

**Target Group:** Tradesperson with Class III Upholsterer Trade Test certificate and have a minimum of 4 years of relevant work experience.

**Fee:** \$127

Training Dates	Venue	Mode	Session
Sep 2-3	Narere	FTF	Day/Evening

## Sign Writer

### Sign Writer Class III (SW III)

**Competencies addressed:** The assessment covers practical and theoretical aspects of Sign Writer trade.

**The following topics will be assessed:**

- Identification, care, use and maintenance of tools.
- Reading, measurement and preparation of the surface before painting.
- Use of stencils, fillers, paints.
- Preparation and finishing of the woodwork.
- Setting out styles of writing.

**Target Group:** Tradesman directly involved in Sign Writer trade having a minimum of 2 years of relevant work experience.

**Fee:** \$83

Training Dates	Venue	Mode	Session
May 13-14	Narere	FTF	Day/Evening

### Sign Writer Class II (SW II)

**Competencies addressed:** The assessment covers practical and theoretical aspects of Sign Writer trade.

**The following topics will be assessed:**

- Correct use, care and maintenance of tools
- Identification of colours and set out writing.
- Familiar with the erection of scaffolding.
- Safety precautions are required in scaffolding for signwriting.
- General techniques used in signwriting.

**Target Group:** Tradesperson with Class III Sign Writer Trade Test certificate and have a minimum of 4 years of relevant work experience.

**Fee:** \$127

Training Dates	Venue	Mode	Session
Dec 9-10	Narere	FTF	Day/Evening

## Print Finishing

### Print Finishing Class III (PFN III)

**Competencies addressed:** The assessment covers practical and theoretical aspects of the Print Finishing trade.

**The following topics will be assessed:**

- Identification, correct use, care and maintenance of tools and equipment.
- Basic craft bookbinding, print finishing and securing methods.
- Hand numbering, cording eye-letting padding, laminating and other finishing styles.
- Troubleshooting, understanding and demonstrate safety rules and regulations

**Target Group:** Tradesman is directly involved in Print Finishing trade with a minimum of 2 years of relevant work experience.

**Fee:** \$83

Training Dates	Venue	Mode	Session
Jan 27-28	Narere	FTF	Day/Evening

### Print Finishing Class II (PFN II)

**Competencies addressed:** The assessment covers practical and theoretical aspects of the Print Finishing trade.

**The following topics will be assessed:**

- Correct use, care and maintenance of tools and equipment.
- Adjusting and operation of folding and perforation machines.
- Case binding, hand-sewing, fail blocking, rounding and backing and case making.
- Troubleshooting and rectifying basic bookbinding and print finishing problems.



**Target Group:** Tradesperson with Class III Print Finishing Trade Test certificate and have a minimum of 4 years of relevant work experience.

**Fee:** \$127

Training Dates	Venue	Mode	Session
Aug 5-6	Narere	FTF	Day/Evening

## Photo Mechanic

### Photo Mechanic Class III (PM III)

**Competencies addressed:** The assessment covers practical and theoretical aspects of the Photo Mechanic trade.

**The following topics will be assessed:**

- General workshop practices and Workshop safety
- Care, use and maintenance of the tools, theory & principles
- Photography, Spectrum, illumination, exposures, Image formation
- Emulsion, exposure, processing, production, make ready
- Types of plate, +ve & -ve plate making, equipment
- Presentation, two colours, Positioning of image, registration
- Storage, handling and use of chemicals and plates

**Target Group:** Tradesperson directly involved in Photo Mechanic trade having a minimum of 2 years relevant work experience

**Fee:** \$83

Training Dates	Venue	Mode	Session
Feb 4-5	Narere	FTF	Day/Evening

### Photo Mechanic Class II (PM II)

**Competencies addressed:** The assessment covers practical and theoretical aspects of the Photo Mechanic trade.

**The following topics will be assessed:**

- General workshop practices and Workshop safety
- Care, use and maintenance of the tools, theory & principles
- Camera types, Light, reflection, refraction, inverse square law
- Illumination, factors, spectral emission, Image formation & exposure
- Film, processing, chemicals, equipment's, photography laws

- Quality control, tone process & theories, reproduction & methods
- Line, tone, humidity variations, techniques, colour, register, wedges.

**Target Group:** Tradesman with Class III Photo Mechanic Trade Test certificate and have a minimum of 4 years of relevant work experience.

**Fee:** \$127

Training Dates	Venue	Mode	Session
Nov 4-5	Narere	FTF	Day/Evening

## Baking & Patisserie

### Baking & Patisserie Class III (BP III)

**Competencies addressed:** The assessment covers practical and theoretical aspects of the basic Baking & Patisserie trade.

**The following topics will be assessed:**

- General kitchen & bakery practices, baking hygiene and Workshop safety
- Piping & writing (paper cornet) on chocolate or royal icing
- Basic Doughs: Sugar dough, Pie dough, white bread, brown bread, bread rolls...
- Mixture preparation
- Simple French pastries
- Fruit tartlets, éclairs, and meringue nests.

**Target Group:** Tradesperson directly involved in Baking & Patisserie trade having a minimum of 2 years relevant work experience.

**Fee:** \$83

Training Dates	Venue	Mode	Session
May 26-27	Nasese	FTF	Day/Evening
Jun 9-10	Namaka	FTF	Day/Evening
Sep 26-27	Labasa	FTF	Day/Evening

## Chef

### Chef Class III (CF III)

**Competencies addressed:** The assessment covers practical and theoretical aspects of basic Chef trade.

**The following topics will be assessed:**

- General kitchen practices, food hygiene and Workshop safety
- Food storage, preparation, both basic & secondary and mixing
- Toasting & Baking, boiling, stewing & proving and roasting, frying & grilling.
- End product; appearance and palatability of foods, etc.
- Presentation; Visual perception, Quality control, Portion control
- Design and colour Artistry of the plating and chilling & freezing

**Target Group:** Tradesperson directly involved in Chef trade having a minimum of 2 years relevant work experience

**Fee:** \$83

Training Dates	Venue	Mode	Session
Jun 2-3	Nasese	FTF	Day/Evening
Jul 28-29	Namaka	FTF	Day/Evening
Sep 26-27	Labasa	FTF	Day/Evening

**Chef Class II (CF II)**

**Competencies addressed:** The assessment covers practical and theoretical aspects of the Chef trade.

**The following topics will be assessed:**

- General kitchen practices, food hygiene and Workshop safety
- Storage, preparation, both basic & secondary and mixing
- Toasting & Baking, boiling, steaming, poaching, stewing, braising.
- End product; appearance and palatability of foods etc.
- Presentation

**Target Group:** Tradesperson with Class III Chef Trade Test certificate and have a minimum of 4 years of relevant work experience.

**Fee:** \$127

Training Dates	Venue	Mode	Session
Aug 4-5	Nasese	FTF	Day/Evening
Aug 25-26	Namaka	FTF	Day/Evening

## Chef Class I (CF I)

**Competencies addressed:** The assessment covers practical and theoretical aspects of Chef trade.

**The following topics will be assessed:**

- General kitchen practices, food hygiene and Workshop safety
- Food storage, preparation, both basic & secondary and mixing
- Food process during cooking; Application of heat or energy
- Toasting & Baking, boiling, steaming, poaching, stewing, braising etc.
- End product; appearance and palatability of foods etc.
- Visual perception, Quality control, Portion control etc.
- Management; Economy of motion & Sound hygienic practices

**Target Group:** Tradesperson with Class III & II Chef trade test certificate and a minimum of 6 years relevant work experience.

**Fee:** \$160

Training Dates	Venue	Mode	Session
Sep 29-30	Nasese	FTF	Day/Evening

## Electronic Technician

### Electronic Technician Class III (ET III)

**Competencies addressed:** The assessment covers practical and theoretical aspects of the Electronic Technician trade.

**The following topics will be assessed:**

- General workshop practices and Workshop safety
- Electrical Safety, Calculations and Units
- Basic Semiconductor Devices, Analogue Circuits, Logic Gates & Logic Functional Units
- Printed Circuit Board, Component Handling, Troubleshooting Simple circuit
- Test Equipment & AC Wiring
- Batteries, Heat Sinks & Accessories

**Target Group:** Tradesperson directly involved in Electronic Technicians Trade having a minimum of 2 years relevant work experience

**Fee:** \$83

Training Dates	Venue	Mode	Session
Mar 10-11	Narere	FTF	Day/Evening

## Electronic Technician Class II (ET II)

**Competencies addressed:** The assessment covers practical and theoretical aspects of the Electronic Technician trade.

### The following topics will be assessed:

- General workshop practices and Workshop safety
- Electrical Safety, Treatment of Electric Shock, Use of Test Equipment
- Electromagnetic Field Tester, Advanced Circuits, Integrated Circuits (IC's)
- Wires and Cables, Optics and Infra-Red
- Communication Protocols
- Displays & Mechanics
- Knowledge and use of electronic tools and test equipment's

**Target Group:** Tradesperson with Class III Electronic Technicians Trade Test certificate and have a minimum of 4 years relevant work experience

**Fee:** \$127

Training Dates	Venue	Mode	Session
Jul 28-29	Narere	FTF	Day/Evening

## Electronic Technician Class I (ET I)

**Competencies addressed:** The assessment covers practical and theoretical aspects of the Electronic Technician trade.

### The following topics will be assessed:

- General workshop practices and Workshop safety
- Basic Managerial & Supervisory Techniques and Report writing.
- Drawing Interpretation & Advanced Electronic Circuits
- Repair without schematic circuits, service and repair.
- Repair with the aid of schematics, Special Circuits, Components, and Blocks
- Service and Repair common & Specialised Equipment
- Knowledge and use of electronic tools and test equipment's

**Target Group:** Tradesperson with Class III & Class II Electronic Technician Trade Test certificate and a minimum of 6 years relevant work experience.

**Fee:** \$160

Training Dates	Venue	Mode	Session
Oct 3-4	Narere	FTF	Day/Evening

## Fitter & Machinist

### Fitter & Machinist Class III (FM III)

**Competencies addressed:** The assessment covers practical and theoretical aspects of Fitter & Machinist trade.

**The following topics will be discussed:**

- General workshop practices and Workshop safety
- Tools identification, care, use and maintenance
- Measuring & marking out, selection of files, drilling and tapping
- Fabrication, forging, hardening, tempering & keyway cutting
- Soldering, drilling, sawing & lathe operation, maintenance with safety
- Electrical shock and protective equipment.

**Target Group:** Tradesperson directly involved in Fitter & Machinist trade having a minimum of 2 years relevant work experience.

**Fee:** \$83

Training Dates	Venue	Mode	Session
Apr 27-28	Montfort Boys Town – Lami	FTF	Day/Evening

### Fitter & Machinist Class II (FM II)

**Competencies addressed:** The assessment covers practical and theoretical aspects of Fitter & Machinist trade.

**The following topics will be assessed:**

- General workshop practices and Workshop safety
- Tools identification, care, use and maintenance
- Measuring & marking out, selection of files, drilling and tapping
- Fabrication, forging, hardening, tempering & keyway cutting
- Soldering, drilling, sawing & lathe operation, maintenance with safety
- Electrical shock and protective equipment.

**Target Group:** Tradesperson with Class III Fitter & Machinist Trade Test certificate and have a minimum of 4 years relevant work experience.

**Fee:** \$127

Training Dates	Venue	Mode	Session
Jun 14-15	Montfort Boys Town – Lami	FTF	Day/Evening

## DEPARTMENT OF COMMUNITY BASED NON-FORMAL EDUCATION

### Certificate of Attainment

#### Application of Small Engine Repair (ASER4120)

##### Competencies addressed:

- Understand the role of a small engine technician and the career opportunities in the outdoor power equipment field.
- Describe the basic operation of small engines and identify the parts of a typical small engine.
- Discuss the theory and operation of the cooling, lubrication, and fuel of a typical small engine.
- Apply the theory and operation of the electrical systems of a small engine, including the operation of the ignition system.
- Describe how to disassemble, rebuild, and reassemble a typical two-stroke and four-stroke engine

**Target Group:** Rural and Maritime Communities; Urban and Semi-Urban Informal Clusters

**Fee:** \$275

Training Dates	Venue	Mode	Session
Sep 20-24	Suva	Blended	Day
Oct 11-15	Savusavu	Blended	Day
Nov 15-19	Ba	Blended	Day
Feb 14-28	Nausori	Blended	Day
Mar 14-18	Lautoka	Blended	Day
Apr 11-15	Nadi	Blended	Day
May 8-13	Savusavu	Blended	Day
Jun 6-10	Labasa	Blended	Day
Jul 11-15	Suva	Blended	Day
Aug 15-19	Sigatoka	Blended	Day
Sep 12-16	Lami	Blended	Day
Oct 10-14	Nasinu	Blended	Day

Nov 7-11	Nadi	Blended	Day
Dec 5-9	Lautoka	Blended	Day

## Apply Domestic Electrical Installation (ADEI4120)

### Competencies addressed:

- Demonstrate knowledge of the hazardous nature of electricity.
- Construct and test simple electrical circuits.
- Demonstrate knowledge of common domestic wiring accessories and materials.
- Demonstrate proper electrical safety methods.
- Identify and know important electrical fundamentals.
- Know and demonstrate proper use of power and hand tools.
- Identify major electrical accessories.
- Demonstrate basic domestic wiring installations.

**Target Group:** Rural and Maritime Communities; Urban and Semi-Urban Informal Clusters

**Fee:** \$275

Training Dates	Venue	Mode	Session
Sep 20-24	Suva	Blended	Day
Oct 11-15	Savusavu	Blended	Day
Nov 15-19	Ba	Blended	Day
Feb 14-28	Nausori	Blended	Day
Mar 14-18	Lautoka	Blended	Day
Apr 11-15	Nadi	Blended	Day
May 8-13	Savusavu	Blended	Day
Jun 6-10	Labasa	Blended	Day
Jul 11-15	Suva	Blended	Day
Aug 15-19	Sigatoka	Blended	Day
Sep 12-16	Lami	Blended	Day
Oct 10-14	Nasinu	Blended	Day
Nov 7-11	Nadi	Blended	Day
Dec 5-9	Lautoka	Blended	Day



## Business and Computing Fundamentals (BCF4120)

### Competencies addressed:

- Demonstrate the ability to develop goals and manage time effectively
- Identify characteristics of a successful entrepreneur
- Demonstrate the ability to communicate effectively using Information Technology tools and Applications
- Demonstrate the ability to identify and evaluate business opportunities and trends using Information Technology
- Demonstrate ability to operate a computer proficiently
- Demonstrate an understanding of the functional areas of accounting, marketing, finance and management in small business
- Demonstrate the ability to develop a Business Plan

**Target Group:** Rural and Maritime Communities; Urban and Semi-Urban Informal Clusters

**Fee:** \$275

Training Dates	Venue	Mode	Session
Nov 1-5	Rewa/ Nadroga	Online	Day
Nov 22-26	Rewa/Nadroga	Online	Day
Feb 14-28	Nausori	Blended	Day
Mar 14-18	Lautoka	Blended	Day
Apr 11-15	Nadi	Blended	Day
May 8-13	Savusavu	Blended	Day
Jun 6-10	Labasa	Blended	Day
Jul 11-15	Suva	Blended	Day
Aug 15-19	Sigatoka	Blended	Day
Sep 12-16	Lami	Blended	Day
Oct 10-14	Nasinu	Blended	Day
Nov 7-11	Nadi	Blended	Day
Dec 5-9	Lautoka	Blended	Day

## Block laying (BL4119)

### Competencies addressed:

- List the construction process for block laying.
- Prepare materials and work areas selected for the construction process.
- Use of suitable tools, plants and equipment appropriate for the construction process.

- Prepare the mortar mix.
- Applying of Brick/Block Laying Work.

**Target Group:** Rural and Maritime Communities; Urban and Semi-Urban Informal Clusters

**Fee:** \$275

Training Dates	Venue	Mode	Session
Sep 9-Oct 1	Cakaudrove	FTF	Day
Oct 11-22	Cakaudrove	FTF	Day
Nov 1-11	Bua	FTF	Day
Nov 22- Dec 3	Bua	FTF	Day
Dec 13-24	Macuata	FTF	Day
2022	Jan 17-28	Kia Island	FTF

## Cabinet Making and Joinery – CMJ4119

**Competencies addressed:**

- Identify job requirements for joint making.
- Identify materials for basic joints in cabinet making.
- Demonstrate making of joints for cabinet making.
- Identify job requirements for cabinet making.
- Demonstrate making of the cabinet using joints.
- Apply basic hardware for cabinet making.

**Target Group:** Rural and Maritime Communities; Urban and Semi-Urban Informal Clusters

**Fee:** \$275

Training Dates	Venue	Mode	Session
Sep 20-24	Suva	Blended	Day
Oct 11-15	Savusavu	Blended	Day
Nov 15-19	Ba	Blended	Day

## Care Giver (CG4120)

**Competencies addressed:**

- Know the bases of Caregiving theoretically.
- Understand Caregiving guidelines.
- Develop Caregiving literacy and skills.

- Apply Caregiving skills and principles in their everyday lives.
- Be motivated to further training toward being a professional in this field.

**Target Group:** Rural and Maritime Communities; Urban and Semi-Urban Informal Clusters

**Fee:** \$275

Training Dates	Venue	Mode	Session
Feb 14-28	Nausori	Blended	Day
Mar 14-18	Lautoka	Blended	Day
Apr 11-15	Nadi	Blended	Day
May 8-13	Savusavu	Blended	Day
Jun 6-10	Labasa	Blended	Day
Jul 11-15	Suva	Blended	Day
Aug 15-19	Sigatoka	Blended	Day
Sep 12-16	Lami	Blended	Day
Oct 10-14	Nasinu	Blended	Day
Nov 7-11	Nadi	Blended	Day
Dec 5-9	Lautoka	Blended	Day

## Demonstrate Fiberglass Boat Repair Procedures (FBRP4120)

### Competencies addressed:

- Describe procedures on Personal Safety and Occupational Health Safety in the workplace.
- Identify all personal protective accessories.
- Describe measurements of Fiberglass Reinforced Plastics materials.
- Understand the mix of chemicals in the Fiberglass Reinforced Plastics.
- Outline work processes and requirements for fibreglass maintenance and applications on boats, cars, swimming pools and water tanks.

**Target Group:** Rural and Maritime Communities; Urban and Semi-Urban Informal Clusters

**Fee:** \$275

Training Dates	Venue	Mode	Session
Sep 20-24	Suva	Blended	Day
Oct 11-15	Savusavu	Blended	Day

## Floristry Designs and Techniques (FDT4120)

### Competencies addressed:

- Identify materials and tools for Floriculture to be used in any occasion.
- Specify the correct handling of flowers and foliage.
- Understand the purpose and methods of conditioning flowers.
- Demonstrate the arrangement of flowers as per designs.
- Demonstrate ways of flower arrangements for different occasions (e.g. funerals, weddings, etc.)
- Explain the potentials to operate one's own business in the Flower Industry.

**Target Group:** Rural and Maritime Communities; Urban and Semi-Urban Informal Clusters

**Fee:** \$275

Training Dates	Venue	Mode	Session
Oct 25-29	Suva/Nausori	Blended	Day
Nov 1-5	Rewa/ Nadroga	Online	Day
Nov 22-26	Rewa/Nadroga	Online	Day
Jan 24-28	Sigatoka	Blended	Day

## Fundamentals of Baking and Patisserie – FBP4119

### Competencies addressed:

- Show the necessary skills, knowledge and qualities required to work in baking & patisserie within the hospitality industry.
- Understand to emulate recipes and concepts used by bakers and pastry chefs that forms the basis of every competent chef/cook's repertoire.
- Understand the importance of health and safety in the kitchen.
- Display the knowledge and skills acquired to successfully complete the practical sessions and competencies.

**Target Group:** Rural and Maritime Communities; Urban and Semi-Urban Informal Clusters

**Fee:** \$275

Training Dates	Venue	Mode	Session
Oct 25-29	Suva/Nausori	Blended	Day
Nov 1-5	Rewa/ Nadroga	Online	Day
Nov 22-26	Rewa/Nadroga	Online	Day
Jan 24-28	Sigatoka	Blended	Day
Feb 14-28	Nausori	Blended	Day
Mar 14-18	Lautoka	Blended	Day
Apr 11-15	Nadi	Blended	Day
May 8-13	Savusavu	Blended	Day
Jun 6-10	Labasa	Blended	Day
Jul 11-15	Suva	Blended	Day
Aug 15-19	Sigatoka	Blended	Day
Sep 12-16	Lami	Blended	Day
Oct 10-14	Nasinu	Blended	Day
Nov 7-11	Nadi	Blended	Day
Dec 5-9	Lautoka	Blended	Day

## Fundamentals of Cookery (FC4119)

### Competencies addressed:

- Demonstrate the necessary skills, knowledge and qualities required to work in cooking and food preparation within the hospitality industry.
- Understand and emulate recipes and concepts used by chefs and cooks that form the basis of every competent chef/cook's repertoire.
- Understand the importance of health and safety in the kitchen.
- Demonstrate the knowledge and skills acquired to successfully complete the practical sessions and competencies

**Target Group:** Rural and Maritime Communities; Urban and Semi-Urban Informal Clusters

**Fee:** \$275

Training Dates	Venue	Mode	Session
Nov 1-5	Rewa/ Nadroga	Online	Day
Nov 22-26	Rewa/Nadroga	Online	Day

Feb 14-28	Nausori	Blended	Day
Mar 14-18	Lautoka	Blended	Day
Apr 11-15	Nadi	Blended	Day
May 8-13	Savusavu	Blended	Day
Jun 6-10	Labasa	Blended	Day
Jul 11-15	Suva	Blended	Day
Aug 15-19	Sigatoka	Blended	Day
Sep 12-16	Lami	Blended	Day
Oct 10-14	Nasinu	Blended	Day
Nov 7-11	Nadi	Blended	Day
Dec 5-9	Lautoka	Blended	Day

## Fundamentals of Food and Beverage (FFB4119)

### Competencies addressed:

- Help to prepare participants to meet the challenges associated with the Food and Beverage Industry.
- Participants will gain an understanding of the Food and Beverage industry by analysing the industry's growth and development, appreciate its relationship with other departments, and focus on industry opportunities and future trends.
- Evaluate the importance of commitment and punctuality as required by the industry.
- Compare the difference of the organization structure between the small and larger establishments

**Target Group:** Rural and Maritime Communities; Urban and Semi-Urban Informal Clusters

**Fee:** \$275

Training Dates	Venue	Mode	Session
Feb 14-28	Nausori	Blended	Day
Mar 14-18	Lautoka	Blended	Day
Apr 11-15	Nadi	Blended	Day
May 8-13	Savusavu	Blended	Day
Jun 6-10	Labasa	Blended	Day

Jul 11-15	Suva	Blended	Day
Aug 15-19	Sigatoka	Blended	Day
Sep 12-16	Lami	Blended	Day
Oct 10-14	Nasinu	Blended	Day
Nov 7-11	Nadi	Blended	Day
Dec 5-9	Lautoka	Blended	Day

## Garment Construction Techniques and Procedures – GCTP4120

### Competencies addressed:

- Use proper measurement methods.
- Use proper garment cutting methods.
- Identify and differentiate various fabric characteristics, sewing materials, machines, sewing tools and their proper usage and care.
- Cut and sew various garments for children, men and women's dresses.
- Outline the safety precautions in the sewing area or in using the sewing machines.

**Target Group:** Rural and Maritime Communities; Urban and Semi-Urban Informal Clusters

**Fee:** \$275

Training Dates	Venue	Mode	Session
Oct 25-29	Suva/Nausori	Blended	Day
Nov 1-5	Rewa/ Nadroga	Online	Day
Nov 22-26	Rewa/Nadroga	Online	Day
Feb 14-18	Nausori	Blended	Day
Mar 14-18	Lautoka	Blended	Day
Apr 11-15	Nadi	Blended	Day
May 8-13	Savusavu	Blended	Day
Jun 6-10	Labasa	Blended	Day
Jul 11-15	Suva	Blended	Day
Aug 15-19	Sigatoka	Blended	Day
Sep 12-16	Lami	Blended	Day

Oct 10-14	Nasinu	Blended	Day
Nov 7-11	Nadi	Blended	Day
Dec 5-9	Lautoka	Blended	Day

## Household and Sanitary Plumbing (HSP4119)

### Competencies addressed:

- Identify and use various sanitary & plumbing fixtures, fittings, joints and tools.
- Carry out basic household pipework, & installations.
- Carry out installations of pans & cisterns, and their repairs.
- Identify the distribution system, catchment reservoir and supply.
- Carry out a complete septic tank construction.
- Acquire the relevant OHS rules and regulations.
- Carry out the clean-up operations.

**Target Group:** Rural and Maritime Communities; Urban and Semi-Urban Informal Clusters

**Fee:** \$275

Training Dates	Venue	Mode	Session
Sep 9-Oct 1	Cakaudrove	FTF	Day
Oct 11-22	Cakaudrove	FTF	Day
Nov 1-11	Bua	FTF	Day
Nov 22- Dec 3	Bua	FTF	Day
Dec 13-24	Macuata	FTF	Day
Jan 17-28	Kia Island	FTF	Day
Feb 14-18	Nausori	Blended	Day
Mar 14-18	Lautoka	Blended	Day
Apr 11-15	Nadi	Blended	Day
May 8-13	Savusavu	Blended	Day
Jun 6-10	Labasa	Blended	Day
Jul 11-15	Suva	Blended	Day
Aug 15-19	Sigatoka	Blended	Day
Sep 12-16	Lami	Blended	Day



Oct 10-14	Nasinu	Blended	Day
Nov 7-11	Nadi	Blended	Day
Dec 5-9	Lautoka	Blended	Day

## Implement Solar Energy Installation and Maintenance (SEIM4120)

### Competencies addressed:

- Identify the different components & functions of the photovoltaic system.
- Demonstrate the different types of solar cell and panel construction.
- Demonstrate the angle that the panel should be tilted.
- Demonstrate the different types of charge controllers & their installations.
- Identify what type of batteries to use in a PV system.
- Identify when a battery is fully charged, partially charged or fully discharged.
- Carry out battery maintenance.
- Demonstrate battery safety.
- Carry out system sizing of a solar home system.
- Demonstrate maintenance tasks of solar home systems.

**Target Group:** Rural and Maritime Communities; Urban and Semi-Urban Informal Clusters

**Fee:** \$275

Training Dates	Venue	Mode	Session
Sep 20-24	Suva	Blended	Day
Oct 11-15	Savusavu	Blended	Day
Nov 15-19	Ba	Blended	Day

## Screen Printing Artwork and Designs (SPDA4120)

### Competencies addressed:

- Understand the basic techniques and processes of screen printing.
- Achieve a level of competence through exploration and experimentation.
- Develop the vocabulary needed for evaluating and/or responding to screen prints.
- Apply the concepts of good design and contemporary image making.
- Develop screen printing craftsmanship.
- Prepare and present work in a professional manner.
- Meet deadlines and complete requirements.
- Know the requirements of maintaining a safe and clean print workplace

**Target Group:** Rural and Maritime Communities; Urban and Semi-Urban Informal Clusters

**Fee:** \$275

Training Dates	Venue	Mode	Session
Oct 25-29	Suva/Nausori	Blended	Day
Nov 1-5	Rewa/ Nadroga	Online	Day
Nov 22-26	Rewa/Nadroga	Online	Day
Jan 24-28	Sigatoka	Blended	Day

## Sustainable Healthcare Leadership and Management in the Communities (SHML4121)

### Competencies addressed:

- Explain the practical skills in healthcare leadership and management in the community
- Apply practical skills in healthcare leadership and management in the community
- Demonstrate sustainable healthcare leadership and management during severe pandemic and lifestyle illness in the community
- Prepare an action plan on sustainable healthcare leadership and management in the community
- Prepare a report on sustainable healthcare leadership and management in the community

**Target Group:** Rural and Maritime Communities; Urban and Semi-Urban Informal Clusters

**Fee:** \$275

Training Dates	Venue	Mode	Session
Sep 7-9	Suva	Online	Day
Sep 13-15	Nadroga	Online	Day
Sep 27-29	Ba	Online	Day
Oct 11-13	Ba	Online	Day
Oct 25-27	Ba	Online	Day
Nov 8-10	Rewa	Online	Day
Nov 22-24	Ba	Online	Day
Nov 29- Dec 1	Macuata	Online	Day

Nov 1-05	Rewa/ Nadroga	Online	Day
Nov 22-26	Rewa/Nadroga	Online	Day
Feb 14-28	Nausori	Blended	Day
Mar 14-18	Lautoka	Blended	Day
Apr 11-15	Nadi	Blended	Day
May 8-13	Savusavu	Blended	Day
Jun 6-10	Labasa	Blended	Day
Jul 11-15	Suva	Blended	Day
Aug 15-19	Sigatoka	Blended	Day
Sep 12-16	Lami	Blended	Day
Oct 10-14	Nasinu	Blended	Day
Nov 7-11	Nadi	Blended	Day
Dec 5-9	Lautoka	Blended	Day

## Wooden House Construction (WHC4119)

### Competencies addressed:

- Perform general carpentry works.
- Identify, select, and demonstrate application of construction materials.
- Draw, read, and interpret drawings and specifications.
- Interpret and apply codes, regulations, and contract documents.
- Survey and investigate construction sites.
- Select and maintain construction site tools and equipment.
- Interpret basic designs and apply sound construction principles.
- Understand basic quantity knowledge and estimate costs.
- Plan, coordinate, schedule and control projects.
- Use hand and power tools safely and efficiently.
- Demonstrate sustainable building practices and material application.
- Understand and apply the required safety standards in construction

**Target Group:** Rural and Maritime Communities; Urban and Semi-Urban Informal Clusters

**Fee:** \$275

Training Dates	Venue	Mode	Session
Sep 9-Oct 1	Cakaudrove	FTF	Day
Oct 11-22	Cakaudrove	FTF	Day

Nov 1-11	Bua	FTF	Day
Nov 22- Dec 3	Bua	FTF	Day
Dec 13-24	Macuata	FTF	Day
Jan 17-28	Kia Island	FTF	Day
Feb 14-28	Nausori	Blended	Day
Mar 14-18	Lautoka	Blended	Day
Apr 11-15	Nadi	Blended	Day
May 8-13	Savusavu	Blended	Day
Jun 6-10	Labasa	Blended	Day
Jul 11-15	Suva	Blended	Day
Aug 15-19	Sigatoka	Blended	Day
Sep 12-16	Lami	Blended	Day
Oct 10-14	Nasinu	Blended	Day
Nov 7-11	Nadi	Blended	Day
Dec 5-9	Lautoka	Blended	Day

# NATIONAL PRODUCTIVITY AND INDUSTRY INNOVATION

## Certificate of Attainment in Procurement & Inventory

### Manage Procurement & Contract Administration (PII0054)

#### Competencies addressed:

The following topics will be discussed:

- Explain the procurement life cycle and its relationship to vendor management.
- Identify the administration, documentation, legal and regulatory requirements of the purchasing process.
- Specify the supplier selection, evaluation and re-evaluation process.
- Identify and manage key risks relating to product, price, people, place or procurement.
- Identify effective contract management requirements, manage contract performance and gain confidence in dealing with contractual issues and disputes.
- Evaluate and improve on tender performance.

#### Target Group:

The target audience includes purchasing/procurement managers, stock controllers, accounts personnel(s), buyers, warehouse clerks, warehouse supervisors, procurement officers, and those involved in the purchasing and contract management processes.

**Fee:** \$275

Training Dates	Venue	Mode	Session
May 1 – 31	Nasese	Blended	Day & Evening
Aug 1 – 31	Nasese	Blended	Day & Evening

## Certificate of Attainment in Procurement & Inventory

### Enhance Inventory Management & Control (PII0049)

#### Competencies addressed:

- The following topics will be discussed:
- Describe the role of inventory in business operations
- Identify the methods used for storage, handling and control of stock.
- Discuss various techniques for safely and effectively managing inventories and optimizing services to clients.

- Determine the importance of stock taking and stock taking process.
- Apply the modern methods of stocktaking in the organization and analyze stock variance.
- Evaluate and measure inventory performance to minimize inventory holdings, reduce overhead costs and improve profitability performance.
- Generate inventory reports for management purposes.

**Target Group:** The target audience includes stock controllers, accounts assistant, warehouse supervisors, dispatch officers, procurement officers, management accountants, inventory analysts, Inventory Coordinators, financial controllers and those who are involved in managing inventory for manufacturing, wholesaling or retailing organizations.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Jun 1 – 30	Nasese	Blended	Day & Evening
Sep 1 – 30	Nasese	Blended	Day & Evening

## Certificate of Attainment in Procurement & Inventory

### Manage Warehouse & Logistics (PII0050)

**Competencies addressed:**

The following topics will be discussed:

- Determine the purpose and functions of a warehouse.
- Specify the process of receiving and shipping products.
- Determine supply-chain risks and design risk-mitigation strategies.
- Illustrate the concept of strategic sourcing.
- Demonstrate warehouse management practices.
- Analyse supply chain process to improve profitability.
- Create and maximize supply chain coordination and collaboration.
- Evaluate purchasing, production and distribution strategies in a market.
- Analyse the challenges in establishing efficient and effective transportation processes within industries.

**Target Group:** The target audience includes stock controllers, accounts assistant, warehouse supervisors, dispatch officers, procurement officers, management accountants, inventory analysts and those who are involved in managing inventory for manufacturing, wholesaling or retailing organizations.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Jul 1 – 31	Nasese	Blended	Day & Evening
Oct 1 – 31	Nasese	Blended	Day & Evening

## Certificate of Attainment in Managing Accounts Payable, Vendor Performance and Contract Compliance

### Managing Accounts Payable, Vendor Performance and Contract Compliance (PII0033)

#### Competencies addressed:

- The following topics will be discussed:
- Express the importance of the accounts payable function with regards to its links to business cash flow.
- Explain the procedures for supplier evaluation and assessment, selection including tendering process.
- Identify the impact of risk and uncertainty on the business and its impact on accounts payable and cash flow.
- Use the appropriate tools and techniques to assess suppliers and their financial and operational reliability.
- Analyse and make informed and improved management decision regarding vendor performance and gain confidence in dealing with contractual issues and disputes.
- Utilize an integrated approach to the development of sound accounts payable systems and manage contractual relationships.

**Target Group:** The target audience includes those who are involved in the accounts payable role including project teams, accounts payable officers, accountants, stock controllers, warehouse personnel, procurement officers and all professionals responsible for acquisition of products from suppliers and vendors or tendering process.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Aug 1 – 31	Naceva	Blended	Day & Evening

## Certificate of Attainment in Managing Accounts Receivable & Collection Strategy

### Managing Accounts Receivable & Collection Strategy (PII0017)

#### Competencies addressed:

- The following topics will be discussed:
- Illustrate debt behaviour and models.
- Identify the key legal aspects in debt collection.
- Explain the importance of credit and collection policy and procedure in the business.
- Exercise modern techniques in debt collection to solve business related issues.
- Create dispute management strategy.
- Analyse and manage Customer Relationship.
- Apply effective telephone and writing skills in debt recovery.
- Demonstrate effective internal control procedures for collection process.

**Target Group:** The target audience includes accounts receivable officers/supervisors, administrative officers, accountants and small business owners, financial controllers, debt collectors, credit collection teams, sales officers and anyone who is involved in accounts receivable management.

**Fee:** \$275

Training Dates	Venue	Mode	Session
May 1 – 31	Naceva	Blended	Day & Evening
Oct 1 – 31	Naceva	Blended	Day & Evening

## Certificate of Attainment in Manage Micro & Small Enterprise

### Manage Micro & Small Enterprise (PII0044)

#### Competencies addressed:

- The following topics will be discussed:
- Operate and manage your own business and understand the role of business
- Demonstrate the importance of business ethics and legal environment
- Design the role of human resource management in planning, recruiting, and managing a workforce.
- Carry out sales, marketing and customer management strategies.
- Analyze and discuss the important of accounting concepts, financing



operations and generate financial statements including analysis and interpretation of financial statements.

- Develop teamwork and effective communication in a business environment

**Target Group:** The target audience includes entrepreneurs, small business owners, and those individuals who are planning to start their own business.

**Fee:** \$120

Training Dates	Venue	Mode	Session
Apr 1 – 30	Naceva	Blended	Day & Evening

## Certificate of Attainment in Develop and Implement a Business Plan

### Develop and Implement a Business Plan (PII0045)

#### Competencies addressed:

The following topics will be discussed:

- Determine the main components of the business plan
- Evaluate, explain and justify the need for a business plan for a business venture.
- Apply practical skills on how to write each main component of a Business Plan
- Use knowledge to analyze market opportunities for a newly created business venture.

**Target Group:** The target audience includes new or existing entrepreneur that wants to write a business plan, new or existing entrepreneurs that want to start a new business, launch a new product or service or grow an existing business, full-time employee looking to start a business career.

**Fee:** \$120

Training Dates	Venue	Mode	Session
Mar 1 – 31	Naceva	Blended	Day & Evening
Sep 1 – 30	Naceva	Blended	Day & Evening



## Certificate of Attainment in Strategic Planning, Effective Budgeting & Cost Control

### Strategic Planning, Effective Budgeting & Cost Control (PII0012)

#### Competencies addressed:

The following topics will be discussed:

- Explain the strategic planning process and how it translates into annual budgets
- Describe the role of budgets in the management process and determine the key elements of an operational and capital budget to evaluate the different approaches used
- Apply techniques for identifying, understanding, controlling and managing costs to improve efficiency and effectiveness of organizations
- Generate flexible budgets for evaluating short-term financial performance and to measure, evaluate and improve business performance

**Target Group:** The target audience includes current and potential managers and business leaders at all levels, those responsible for developing and leading strategic changes, non-finance managers with financial responsibilities, entrepreneurs and any one responsible for strategic planning, budgeting and financial controls.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Mar 1 – 31	Nasese	Blended	Day & Evening
Nov 1 – 30	Nasese	Blended	Day & Evening

## Certificate of Attainment in Improve Tax Administration & Compliance

### Improve Tax Administration & Compliance (PII0053)

#### Competencies addressed:

The following topics will be discussed:

- Comply with Fiji Taxation requirements, including registering for taxes, concessions, tax deductions, options for paying and lodging business returns
- Maintain accounting records for taxation purposes
- Maintain sufficient and current records to comply with lodgement requirements according to organizational policies and procedures
- Process business tax returns and lodgements

- Identify the impact of inaccurate tax disclosures and understand compliance rules as per Tax Administration Act

**Target Group:** The target audience includes payroll officers, human resource officers, accounts officers/supervisors, administrative officers, accountants and small business owners dealing with payroll.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Oct 1 – 31	Nasese	Blended	Day & Evening

## Certificate of Attainment in Retail Services

### Certificate of Attainment in Retail Services (PII0051)

#### Competencies addressed:

The following topics will be discussed:

- Specify organizational policies and procedures including code of conduct in retail service organizations
- Demonstrate excellent customer service delivery skills and establish customer relationship to drive sales results in retail environment
- Apply cash handling and control practices to balance and secure point-of-sale terminal
- Apply merchandising skills and maintain stock levels in retail and service industries
- Apply health and safety practices in the retail industry

**Target Group:** The target audience includes those who are planning a career in the retail sector and for those who are currently engaged in retail sector and intend to obtain the necessary knowledge and skills to support their career opportunities.

**Fee:** \$350

Training Dates	Venue	Mode	Session
Apr 1 – 30	Nasese	Blended	Day & Evening
Jul 1 – 31	Nasese	Blended	Day & Evening



## Certificate of Attainment in Enhance Financial Literacy & Decision-Making Skills

### Enhance Financial Literacy & Decision-Making Skills (PII0003)

#### Competencies addressed:

The following topics will be discussed:

- Apply a good working knowledge on finance.
- Analyze and discuss the important of accounting concepts, financing operations and growth and time value of money.
- Distinguish between investment and finance decisions as well as the different types of financial statements.
- Apply professional tools for management decisions.
- Demonstrate the understanding of financial knowledge and skills to allow them to effectively participate in the decision-making processes of the organization.
- Generate financial statements including analysis and interpretation of financial statements.

**Target Group:** This course is intended for non-financial staff who do not have a financial background, supervisors, team leaders, managers and accounts receivable and payable officers/ supervisors, administrative officers, accountants, financial controllers, micro & small business owners.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Jun 1 – 30	Naceva	Blended	Day & Evening
Nov 1 – 30	Naceva	Blended	Day & Evening

## Certificate of Attainment in Food Safety Management

### Basic Food Safety Management (FSM0004)

#### Competencies addressed:

The following topics will be discussed:

- Overview of basic food safety management
- Identify and differentiate types of food hazards
- Manage pre-requisite requirements for food preparation
- Identify and implement control measures
- Apply basic food safety general requirements as per Food Safety Act 2003
- Demonstrate good food preparation practices and personnel hygiene
- Design documentation required for basic food safety compliance

**Target Group:** The target audience includes quality assurance managers, product development technologists, quality assurance supervisors, production managers, and production team leaders, HACCP officers, food safety practitioners, food auditors, line supervisors, general staff of hotels, restaurants and food and catering businesses who are involved in food handling, preparation, storage and related services.

**Fee:** \$242

Training Dates	Venue	Mode	Session
Jan 1 – 31	Nasese	Blended	Day & Evening
Jul 1 – 31	Naceva	Blended	Day & Evening

## Allergen Management (FSM0003)

### Competencies addressed:

The following topics will be discussed:

- Overview of allergen management
- Handle allergen cross contamination
- Differentiate between food allergy and food intolerance
- Plan allergen risk management
- Develop allergen management plan
- Design product labels based on allergen management requirements

**Target Group:** The target audience includes quality assurance managers, product development technologists, quality assurance supervisors, production managers, and production team leaders, HACCP officers, food safety practitioners, food auditors, line supervisors, general staff of hotels, restaurants and food and catering businesses who are involved in food handling, preparation, storage and related services.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Feb 1 – 28	Naceva	Blended	Day & Evening
Aug 1 – 31	Nasese	Blended	Day & Evening

## Implementing Hazard Analysis and Critical Control Points (HACCP) Systems (FSM0005)

### Competencies addressed:

The following topics will be discussed:

- Overview of HACCP
- Understanding HACCP pre-steps
- Interpret the guidelines for the application of HACCP systems
- Understanding the HACCP principles.
- Apply Food Safety Pre-Requisites Programs (PRPs) in the food production area
- Determine the hazards associated with food – Biological, Chemical and Physical Hazards
- Interpret CODEX Recommended International Code of Practice & the General Principle of Food Hygiene

**Target Group:** The target audience includes quality assurance managers, product development technologists, quality assurance supervisors, production managers, and production team leaders, HACCP officers, food safety practitioners, food auditors, line supervisors, general staff of hotels, restaurants and food and catering businesses who are involved in food handling, preparation, storage and related services.

**Fee:** \$385

Training Dates	Venue	Mode	Session
Mar 01 – 31	Nasese	Blended	Day & Evening
Sep 01 – 30	Namaka	Blended	Day & Evening

## Understanding and Implementing ISO 22000:2018 Food Safety Management Systems (FSM0006)

### Competencies addressed:

The following topics will be discussed:

- Overview of ISO 22000:2018 Food Safety Management Systems
- Understand the guidelines of the ISO22000:2018 Food Safety Management Systems
- Benefits and concerns of ISO 22000:2018 Food Safety Management Systems
- Conduct food safety hazard analysis
- Identify control measures
- Designing and developing of food safety implementation plan

**Target Group:** The target audience includes quality assurance managers, product development technologists, quality assurance supervisors, production managers, and production team leaders, HACCP officers, food safety practitioners, food auditors, line supervisors, general staff of hotels, restaurants and food and catering businesses who are involved in food handling, preparation, storage and related services.

**Fee:** \$385

Training Dates	Venue	Mode	Session
Apr 1 – 30	Namaka	Blended	Day & Evening
Oct 1 – 31	Nasese	Blended	Day & Evening

## ISO 22000:2018 Food Safety Management Systems Internal Auditing (FSM0002)

### Competencies addressed:

The following topics will be discussed:

- Meeting the audit requirements of ISO 22000:2018 FSMS
- Understanding the ISO 19011:2015 standard on auditing of management systems
- Design internal audit plan
- Writing nonconformity statements
- Writing an audit report

**Target Group:** The target audience includes quality assurance managers, product development technologists, quality assurance supervisors, production managers, and production team leaders, HACCP officers, food safety practitioners, food auditors, line supervisors, general staff of hotels, restaurants and food and catering businesses who are involved in food handling, preparation, storage and related services.

**Fee:** \$330

Training Dates	Venue	Mode	Session
May 1 – 31	Nasese	Blended	Day & Evening
Nov 1 – 30	Naceva	Blended	Day & Evening

## Certificate of Attainment in Environmental Management and Green Productivity

### Environmental Regulation and Compliance (PII0023)

#### Competencies addressed:

The following topics will be discussed:

- Identify environmental laws and regulations in Fiji
- Determine the level of compliance and identify the gaps in compliance for their organizations
- Design action plans to meet compliance standards
- Apply practical compliance strategies to enhance the organization's environmental performance

**Target Group:** This course is designed for personnel involved in and responsible for managing environmental activities such as project managers, training personnel, managers, supervisors, engineers, Environmental Officers, TQM facilitators, Health & Safety Committee members, Health Inspectors, City/Town Council workers and all those who wish to learn about Fiji's environment legislations.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Jun 1 – 30	Nasese	Blended	Day & Evening
Dec 1 – 31	Namaka	Blended	Day & Evening

## Certificate of Attainment in Occupational Health and Safety

### Occupational Health and Safety Modules I & II for Safety Representative and Committee Members (OHS0001)

#### Competencies addressed:

The following topics will be discussed:

- Interpret the Health & Safety at Work Act and its associated legislation.
- Specify roles and responsibilities of various stakeholders at the workplace.
- Determine work safety requirements
- Demonstrate workplace practices and arrangements in solving OHS issues.
- Analyze and discuss the establishment of the OHS committee and their roles & responsibilities.
- Apply concepts to mitigate workplace OHS risks in a proactive manner.



**Target Group:** The target audience includes Managers, Team Leaders, Supervisors, Health & Safety Committee Members & Safety Representative and all others who are interested in gaining knowledge on OHS requirements in the workplace.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Jan 26 – 28	Nasese	FTF	Day
Feb 16 – 18	Labasa	FTF	Day
Feb 23 – 25	Nasese	FTF	Day
Mar 24 – 26	Nasese	FTF	Day
May 4 – 6	Naceva	FTF	Day
May 18 – 20	Nasese	FTF	Day
Jun 8 – 10	Namaka	FTF	Day
Jun 15 – 17	Levuka	FTF	Day
Jul 6 – 8	Ba	FTF	Day
Jul 13 – 15	Labasa	FTF	Day
Jul 27 – 29	Nasese	FTF	Day
Aug 3 – 5	Naceva	FTF	Day
Sep 14 – 16	Namaka	FTF	Day
Sep 22 – 24	Nasese	FTF	Day
Oct 12 – 14	Ba	FTF	Day
Nov 9 – 11	Naceva	FTF	Day
Dec 7 – 9	Namaka	FTF	Day

## **OHS Module III - Apply Knowledge of OHS Legislation at the Workplace (OHS0002)**

### **Competencies addressed:**

The following topics will be discussed:

- Have an understanding of the Occupational Health and Safety Legislation in Fiji.
- Identify relevant OHS legislation applicable to a particular scenario.
- Analyse and discuss OHS legislative compliance and area for improvement.



- Apply OHS legislative provisions at the workplace.

**Target Group:** The target audience includes Managers, Team Leaders, Supervisors, Health & Safety Committee Members & Safety Representative and all others who are interested in gaining knowledge on the OHS legislation.

**Fee:** \$275

Training Dates	Venue	Mode	Session
Mar 1 – 31	Naceva	Blended	Day & Evening
Aug 1 – 31	Nasese	Blended	Day & Evening

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## OHS Module IV - Apply Occupational Hygiene & OHS Risk Management at the Workplace (OHS0003)

### Competencies addressed:

The following topics will be discussed:

- Identify occupational hygiene hazards that may arise from the workplace environment.
- Analyse the risk of worker exposure from these potential hazards.
- Develop risk control strategies to minimise worker exposure.
- Evaluate and advise on appropriate control strategies to promote worker wellbeing.
- Understand the principles of risk management and its processes.
- Differentiate and discuss various risk management tools.
- Apply risk management concept to manage workplace health and safety issues.

**Target Group:** The target audience includes Managers, Team Leaders, Supervisors, Health and Safety Committee Members, Health and Safety Representatives, Health and Safety Practitioners, and anyone with a general interest in improving their workplace environment.

**Fee:** \$330

Training Dates	Venue	Mode	Session
Apr 1 – 30	Naceva	Blended	Day & Evening
Sep 1 – 30	Nasese	Blended	Day & Evening

## OHS Module V - Develop and Implement an OHS Management System (ISO 45001 :2018) (OHS0004)

### Competencies addressed:

The following topics will be discussed:

- Explain the advantages of having an OHS management system.
- Interpret the key requirements of the ISO 45001:2018 OHS management system.
- Develop an OHSMS plan based on ISO 45001:2018 framework.
- Analyse and review OHS performance criteria to improve the ISO 45001:2018 OHS Management System.

**Target Group:** The target audience includes OHS professionals, officials, managers, OHS Committees, Human Resources Personnel, Executive Officers, Supervisors and Team leaders, or other people responsible for workplace health and safety.

**Fee:** \$330

Training Dates	Venue	Mode	Session
May 1 – 31	Naceva	Blended	Day & Evening
Oct 1 – 31	Nasese	Blended	Day & Evening

## OHS Module VI - Conduct Internal Audit of an OHS Management System (ISO 45001:2018) (OHS0005)

### Competencies addressed:

The following topics will be discussed:

- Describe the auditing management principles and processes.
- Determine auditing tools and methods.
- Analyse and discuss nonconformity and audit reports.
- Explain auditor’s code of conduct & personal attributes.
- Determine report formatting and follow up audit activities.
- Apply Principles for Management Systems Audits.
- Demonstrate capabilities to plan and conduct an audit.

**Target Group:** The target audience includes OHS professionals, Senior Officials, Managers, OHS Committee Members, Human Resources Personnel, Supervisors and Team Leaders, and other people responsible for workplace health and safety.

**Fee:** \$330

Training Dates	Venue	Mode	Session
Jun 1 – 30	Naceva	Blended	Day & Evening
Nov 1 – 30	Nasese	Blended	Day & Evening

## Certificate of Participation in Working in Confined Space

### Working in Confined Space (PII0022)

#### Competencies addressed:

The following topics will be discussed:

- Describe potential risks associated with working in confined space.
- Determine the roles and responsibilities of each person or party.
- Determine the appropriate equipment's and its usage in confined spaces.
- Analyze and discuss isolation procedure, tag out & lockout system, atmospheric monitoring, ventilation, safeguarding devices and respiratory protection.
- Apply the knowledge and skills in managing, supervising and working in confined space.
- Design working in confined space safety systems.

**Target Group:** The target audience includes OHS Officers, Project Managers, Construction Team Leaders, Supervisors, workers working in confined space and any interested individual.

**Fee:** \$275

Training Dates	Venue	Mode	Session
TBC	TBC	FTF	Day

## Certificate of Participation in Working at Height Safety

### Working at Height Safety (PII0021)

#### Competencies addressed:

The following topics will be discussed:

- Interpret relevant regulations and code of practice used internationally.
- Relate own working at height safety practices to standards.
- Illustrate application and usage of height safety equipment to specific tasks.
- Apply risk assessment procedures and permits to work system.
- Design site procedures and safe work methods.

**Target Group:** The target audience includes workers who work at heights, OHS Officials, Project Team members, Team Leaders, Supervisors and any interested individual.

**Fee:** \$165

Training Dates	Venue	Mode	Session
TBC	TBC	FTF	Day

## Micro-qualification - Plan and Manage Projects in the workplace

### Project Scope and Time Management (PRM0001)

**Competencies addressed:**

The following topics will be discussed:

- Overview of Project Management
- Benefits of Project Management
- Project Life Cycle
- Project Scope Definition and its Importance
- Work Breakdown Structures
- Overview of Project Time Management
- Developing Project Network Diagrams
- Determining Critical Paths

**Target Group:** The target audience includes Project Managers, Project Officers, Technical Officers, Project Team Members, Research Officers, Supervisors, Team Leaders, Engineering Managers, Engineers, Maintenance Managers, Production Managers, Property Managers, or other people involved in project related activities.

**Fee:** \$330

Training Dates	Venue	Mode	Session
Mar 1 – 31	Nasese	Blended	Day & Evening
Jul 1 – 31	Nasese	Blended	Day & Evening

### Project Cost Management (PRM0002)

**Competencies addressed:**

The following topics will be discussed:

- Identify resource requirements for individual tasks identified in the work breakdown structure, with input from stakeholders and guidance from others

- Determine project costs to enable project budget to be prepared within agreed tolerances
- Create a project budget, list categories of cost and calculate contingency funding
- Apply cost-analysis tools to identify cost variations and evaluate alternative actions
- Exercise and monitor agreed actions to maintain financial objectives including carrying out earned value analysis
- Review project outcomes using available records to determine effectiveness of project cost management

**Target Group:** The target audience includes project managers, project officers, technical officers, project team members, research officers, supervisors, team leaders, engineering managers, engineers, maintenance managers, production managers, property managers, and other personnel involved in project related activities.

**Fee:** \$330

Training Dates	Venue	Mode	Session
Apr 1 – 30	Nasese	Blended	Day & Evening
Aug 1 – 31	Nasese	Blended	Day & Evening

## Project Leadership (PRM0003)

### Competencies addressed:

The following topics will be discussed:

- Introduction to Project Leadership
- Communication and Conversational Skills
- Team Development
- Motivation Theories
- DISC Assessment
- Conflict Resolution

**Target Group:** The target audience includes those that lead or manage projects and project officers and those who wish to gain necessary knowledge and skills in becoming a good project leader

**Fee:** \$330

Training Dates	Venue	Mode	Session
Jun 1 – 30	Nasese	Blended	Day & Evening
Oct 1 – 31	Nasese	Blended	Day & Evening

## Project Risk and Quality Management (PRM0004)

### Competencies addressed:

The following topics will be discussed:

- Defining Quality and Quality Management
- Quality Gurus and Total Quality Management
- Quality Management Tools & Techniques
- Project Quality Management Overview
- Plan, Perform and control quality
- Project Risk Management Overview
- Plan Risk Management
- Identify Risks
- Qualitative and Quantitative Risk Analysis
- Plan Risk Responses

**Target Group:** The target audience includes project managers, project officers, technical officers, project team members, research officers, supervisors, team leaders, engineering managers, engineers, maintenance managers, production managers, property managers, and other personnel involved in project related activities.

**Fee:** \$330

Training Dates	Venue	Mode	Session
May 01 – 30	Nasese	Blended	Day & Evening
Sep 01 – 30	Nasese	Blended	Day & Evening

## Microsoft Project for Project Managers (PRM0005)

### Competencies addressed:

The following topics will be discussed:

- Explain the fundamentals of Microsoft® Project 2016 Interface
- Execute and setup a Project
- Identify Key Deliverables
- Manipulate tasks & constraints
- Develop Project calendars

- Develop a Work Breakdown Structure
- Integrate with Dependencies
- Create a resource pool
- Measure Project performances using graphs and charts
- Establish project reports

**Target Group:** This course offers visually enhanced mechanisms to effectively manage a wide range of projects. It is designed for project managers, project officers or any individual who is interested in creating and managing project plans using powerful analysis tools. Participants who have no or some experience of using Microsoft Project may also apply.

**Fee:** \$330

Training Dates	Venue	Mode	Session
Jul 01 – 31	Naceva	Blended	Day & Evening
Nov 01 – 30	Naceva	Blended	Day & Evening

## Certificate of Attainment in Creative Thinking and Innovation

### Creative Thinking and Innovation (PII0002)

**Competencies addressed:**

The following topics will be discussed:

- What is Creativity
- Creativity process and ways to enhance creativity
- Innovation definition and framework
- Innovation applications
- Ten types of Innovation
- Strategies for increasing creativity and innovation

**Target Group:** The target audience includes managers, team leaders, team members and any individual who wants to be more creative and innovative.

**Fee:** \$330

Training Dates	Venue	Mode	Session
Aug 01 – 31	Nasese	Blended	Day & Evening



## Certificate of Attainment in Enhance Digital Literacy Skills

### Enhance Digital Literacy Skills (PII0047)

#### Competencies addressed:

The following topics will be discussed:

- Use essential apps for, Services, Facebook, Banks and Utility payments.
- Use internet browser to create and access email services
- Use social media to advertise and market your products

**Target Group:** The target audience includes students, business professionals, farmers, public service providers, senior citizens, teachers, and any other individuals who have difficulties in using the internet.

**Fee:** \$70

Training Dates	Venue	Mode	Session
TBC	TBC	FTF	Day

## Certificate of Attainment in Understanding and Implementing ISO 9001:2015 Quality Management Systems

### Understanding and Implementing ISO 9001:2015 Quality Management Systems (QMS6121)

#### Competencies addressed:

The following topics will be discussed:

- Demonstrate ISO9001:2015 Quality Management Systems requirements and principles
- Apply the ISO9001:2015 Quality Management Systems changes, new definitions, concepts and guidelines.
- Design a project plan with timeline and resources needed for implementation of ISO9001:2015 Quality Management Systems for their organisation to become certified.

**Target Group:** The target audience includes managers, team leaders, and supervisors, quality management committee members, and all others who are interested in gaining knowledge on the requirements of ISO9001:2015.

**Fee:** \$385



Training Dates	Venue	Mode	Session
Mar 1 – 31	Naceva	Blended	Day & Evening
Aug 1 – 31	Nasese	Blended	Day & Evening

## Certificate of Attainment in ISO 9001:2015 Quality Management Systems Internal Auditing

### ISO 9001:2015 Quality Management Systems Internal Auditing (QMS5121)

#### Competencies addressed:

The following topics will be discussed:

- Demonstrate the processes, documents, records and practices that are part of a quality management system and establish linkages between an organizations quality management processes to the requirements of ISO9001:2105 Quality Management Systems standard.
- Apply the process of performing an internal quality system auditing as per ISO19011:2018 guidelines and effectively plan, conduct, report and follow-up internal audits.

**Target Group:** The target audience includes middle managers, management representatives, quality practitioners, quality assurance managers, and internal quality auditors.

**Fee:** \$330

Training Dates	Venue	Mode	Session
Apr 1 – 30	Naceva	Blended	Day & Evening
Sep 1 – 30	Nasese	Blended	Day & Evening

## Certificate of Attainment in Measuring and Enhancing Firm Level Productivity

### Measuring and Enhancing Firm Level Productivity (EFLP5121)

#### Competencies addressed:

The following topics will be discussed:

- Demonstrate the concepts of productivity, efficiency and utilization and identify key individual factors affecting workplace productivity.

- Calculate firm level productivity in relation to labour, machinery, inputs, outputs and other factors and analyse results and apply productivity improvement techniques in implementing productivity improvement program.

**Target Group:** The target audience includes managers, supervisors and team members of organizations that want to measure and improve firm level productivity.

**Fee:** \$275

Training Dates	Venue	Mode	Session
May 1 – 31	Namaka	Blended	Day & Evening
Oct 1 – 31	Nasese	Blended	Day & Evening

## Certificate of Attainment in Organize the Workplace Using 5S Methodology

### Organise the Workplace Using 5S Methodology (OWPM511)

**Competencies addressed:**

The following topics will be discussed:

- Design an effective workplace culture using 5S methodology.

**Target Group:** This program is designed for employees at all levels in an organization such as logistic managers, property managers, factory managers, staff from quality, production, finance, customer service, warehouse, OHS reps, technicians and operators. This course is particularly useful for companies aiming to achieve continual improvement through the installation of proper quality culture among workforce.

**Fee:** \$165

Training Dates	Venue	Mode	Session
Feb 1 – 28	Namaka	Blended	Day & Evening
Jul 1 – 31	Nasese	Blended	Day & Evening

## Certificate of Attainment in Manage Enterprise Risk

### Manage Enterprise Risk (MER5120)

#### Competencies addressed:

The following topics will be discussed:

- Apply the risk management framework to facilitate organisational risk awareness culture and tools for risk profiling and effective implementation of enterprise risk management
- Analyse the components of risk and their significance in managing risk and implement effective strategies for risk mitigation.

**Target Group:** This program is designed for employees at all levels in an organization such as logistic managers, property managers, factory managers, staff from quality, production, finance, customer service, warehouse, OHS reps, technicians and operators. This course is particularly useful for companies aiming to achieve continual improvement through the installation of proper quality culture among workforce.

**Fee:** \$330

Training Dates	Venue	Mode	Session
Jun 1 – 30	Namaka	Blended	Day & Evening
Nov 1 – 30	Nasese	Blended	Day & Evening

## TAFE Courses

### Advanced Diploma of Leadership and Management (BSB60420)

#### Competencies addressed:

The following topics will be discussed:

- Apply critical thinking for complex problem solving
- Lead and manage organisational change
- Communicate with influence
- Manage organisational finances
- Contribute to strategic workforce planning
- Develop organisational strategies
- Develop, implement and maintain WHS management systems
- Provide leadership across the organisation
- Develop and implement business plans
- Manage innovation and continuous improvement

**Target Group:** The target audience includes current and aspiring supervisors, team leaders, managers and leaders.

**Fee:** \$6000

Training Dates	Venue	Mode	Session
Semester 1	N/A	Online	Evening
Semester 2	N/A	Online	Evening

## Diploma of Work Health and Safety (BSB51319)

### Competencies addressed:

The following topics will be discussed:

- Lead WHS risk management
- Lead initial response to and investigate WHS incidents
- Contribute to developing, implementing and maintaining an organisation's WHS management system
- Lead the development and use of WHS risk management tools
- Manage WHS consultation and participation processes
- Contribute to managing a WHS information system
- Manage WHS hazards associated with maintenance and use of plant
- Manage Implementation of emergency procedures
- Ensure a safe workplace for a work area
- Manage rehabilitation and return to work programs

**Target Group:** The target audience includes OHS Managers and Supervisors.

**Fee:** \$6000

Training Dates	Venue	Mode	Session
TBC	N/A	Online	Evening

## Certificate IV in Work Health and Safety (BSB41419)

### Competencies addressed:

The following topics will be discussed:

- Assist with workplace compliance with WHS laws
- Contribute to implementation and maintenance of WHS consultation and participation processes
- Contribute to WHS risk management
- Contribute to implementing WHS management systems
- Contribute to workplace incident response
- Assist with managing WHS compliance of contractors



- Write complex documents
- Analyse and present research information
- Implement continuous improvement
- Manage Implementation of emergency procedures

**Target Group:** The target audience includes OHS officers and supervisors, and those who are interested in pursuing Diploma of WHS.

**Fee:** \$3500

Training Dates	Venue	Mode	Session
TBC	N/A	Online	Evening



### Lean 5S Training Improving Productivity at Workplace (APO Sponsored Program)

**Competencies addressed:**

The following topics will be discussed:

- Understand the 5S Concept
- To set up 5S housekeeping implementation systems
- Identify each step of 5S and implement them accordingly
- Understand the NTPC's 5S Certification Program

**Target Group:** The target participants include employees at all levels in an organisation. This course is particularly useful for companies aiming to achieve a continuous improvement through the installation of proper quality culture among the workforce. This course will also assist industries in getting National 5S Certification.

**Fee:** \$220

Training Dates	Venue	Mode	Session
Jan 17 –Jan 28	Online	FTF/ Blended	Day
Mar 15 –April 29	Online	FTF/ Blended	Day
May 26	Nadi	FTF/ Blended	Day

### QC Tools/ Team Excellence Productivity Tools for Effective Project Management (APO Sponsored Program)

**Competencies addressed:**

The following topics will be discussed:

- Understand the importance of QC tools to improve productivity and quality
- Acquire skills to apply QC tools in problem solving for quality improvement
- Apply QC tools at the work place to increase productivity
- Acquire the skills to participate at the National Convention on Quality

**Target Group:** The target participants includes employees at all levels in an organization.

**Fee:** \$220



Training Dates	Venue	Mode	Session
Feb 25- April 29	Online	FTF/ Blended	Day
May 11-May 12	Suva	FTF/ Blended	Day

## Productivity Practitioners Program (APO Sponsored Program)

### Competencies addressed:

The following topics will be discussed:

- Understand the concepts of common productivity methodologies. Learning of major productivity methodologies like 5S- The Practise of Good Housekeeping, Suggestion Scheme, ISO 9001-2015, Quality Circle and Green Productivity.
- Know the importance of these methodologies towards productivity and quality enhancement.
- Know how you on collaborate with Department of Quality Awards to benefit from benchmarking activities and good practise sharing.

**Target Group:** The target participants includes employees at all levels in an organization.

**Fee:** \$220

Training Dates	Venue	Mode	Session
Apr 4- Jun 17	Suva	Online/Moodle	Day

## Quality Conference & Team Excellence Competition (Virtual)

### Competencies addressed:

The following topics will be discussed:

- Oversee Project/Innovative teams presentations.
- Hear Speeches from expert Speakers in the productivity field
- Question /Answer session with key Judges

**Target Group:** The target participants include employees at all levels in an organisation. The members who have been trained in the Quality Circle and other Productivity programs can also take part in this conference and enhance knowledge from the Quality Project teams presenting and hear expert speakers in the Productivity field .

**Fee:** TBD



Training Dates	Venue	Mode	Session
Oct 6	Suva	FTF/Online	Day

## Fiji Business Excellence Awards Information Seminar (QAW0009)

### Competencies addressed:

- Highlight features of widely used Business Excellence models.
- Explain the core values (principles) underpinning the framework.
- Understand the key requirements for each of the categories.
- Understand the scoring dimensions and evaluation factors.
- Acquire a general overview of how to write a submission.

**Target Group:** Business Excellence Champions, Productivity & Quality practitioners, Supervisors, Managers, Senior Managers, Executives, Business Improvement Specialists.

**Fee:** \$220

Training Dates	Venue	Mode	Session
Feb 4 – Mar 25	Fiji	Online/Moodle	Weekly

## Business Excellence Conference

The Business Excellence Conference is an event that brings together Leaders from premier organisations and award winners, Business Excellence practitioners and Quality Management experts. Selected leaders will be sharing their knowledge, best practices and experiences in various aspects of Quality and Productivity, which has allowed their businesses to achieve and sustained growth, competitiveness and relevance against a rapidly changing business environment.

**Target Group:** CEOs/Heads, Business Excellence Champions, Productivity & Quality practitioners, Supervisors, Managers, Senior Managers, Executives, Business Improvement Specialists.

**Fee:** \$150

Training Dates	Venue	Mode	Session
Nov 24	Fiji	FTF/Online	Day





# Campus Contacts

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**For further enquiries,**

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