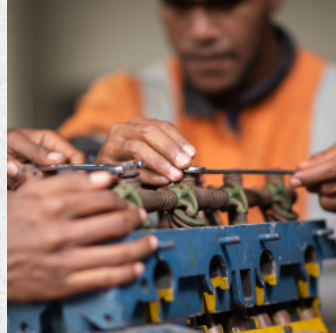




FIJI NATIONAL  
UNIVERSITY

National Training & Productivity Centre  
**Training Schedule**  
**2023**





# FOREWORD

**DR. ISIMELI TAGICAKIVERATA**  
**DIRECTOR**  
**NATIONAL TRAINING & PRODUCTIVITY**  
**CENTRE**



I am pleased to present the 2023 Training Schedule that sets out the short skills training courses and programs we are offering at the National Training & Productivity Centre. This consolidated training calendar outlines all the courses for the coming year, so it is a valuable guide for your training needs into 2023. NTPC is the leading provider of skills training for Fiji's industries. Each year, we deliver over 600 courses, and our mission is to provide you with the right skills to help you get employable skills in the competitive job market.

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

The technical programs offered at NTPC consist of 70 percent practical learning and 30 percent theory. Students are kept current with Fiji's industrial practices. Our trainers are industry

practitioners, and we have policies to ensure that the trainers are always up to date with the current industry practices and developments. We offer multi-skilled qualified trainers who can help students to achieve their goals. Our trainers are capable of delivering training to suit various levels of participants, including those without formal education qualifications.

NTPC also has comprehensive courses in Information Technology, Executive Management, Tourism, Hospitality, Fashion, and Travel, as well as specialized 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 globalization and the introduction of Industry 4.0, retraining is increasingly becoming necessary for many industries, with the realization that organizations must change or adapt to remain competitive.

NTPC is the only recognized administrator and facilitator of Apprenticeship programs in Fiji and Trade Testing. These programs ensure that opportunities are given to skilled individuals to 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 programs help develop and empower people in rural and maritime communities with practical skills to improve their lives and communities.

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

We also furnish tailored courses and in-house training depending on your requirements to bridge the existing skills gap needed for your workforce.

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

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# DIVISION OF TRAINING

## Department of Tourism, Hospitality, Fashion & Travel

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

Course Name	Train- ing Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blend- ed)	Session (Day/ Even- ing)
<b>JANUARY</b>					
Enduring Team Effectiveness	26-27	\$149	Nadi/ Labasa/ Nabua	F2F/ Online/ Blend- ed	Day
<b>FEBRUARY</b>					
Sewing Machinist	6-9	\$77	Nabua	F2F	Day
Kitchen Safety and Food Hygiene Practices	10	\$120	Suva	F2F/ Online	Day/ Even- ing
Pattern Making	13-16	\$110	Nabua	Blend- ed	Day
Basic Makeup Services	14 - 15	\$149	Nama- ka	F2F	Eve- ning
Kitchen Safety and Food Hygiene Practices	17	\$120	Nadi	F2F/ Online	Day/ Even- ing
Dress Making	20-23	\$88	Nabua	F2F	Day
Leadership and Management Skills for Supervisors in Hospitality	23-24	\$149	Nadi/ Labasa/ Nabua	F2F/ Online/ Blend- ed	Day
Professional Guestroom Cleaning	23	\$120	Nadi	Blend- ed	Day
Customer Service	24	\$99	Nama- ka	F2F/ On- line	Day
Basic Cake Baking	24	\$120	Nadi/ Suva	F2F	Day
Food Handlers Requirement	25	\$99	Nama- ka	F2F	Day

### MARCH

Kitchen Cost Efficiency	3	\$120	Suva	F2F/ Online	Day/ Even- ing
Freehand Cutting Garment Construction	6-9	\$110	Nabua	F2F	Day
Housekeeping Quality Control Procedures	9	\$120	Nadi/ Suva	Online/ Blend- ed	Day
Coffee Shop Delicacies	10	\$120	Nadi/ Suva	F2F	Day
T-Shirt Making	13-16	\$88	Nabua	F2F	Day
Floral Arrangement	16	\$120	Nadi	F2F	Day
Fundamentals of Events Planning Management	16-17	\$149	Nadi/ Labasa/ Nabua	F2F/ Online/ Blend- ed	Day
Sewing Machinist	20-23	\$77	Nabua	F2F	Day
Men's Barbering	21 - 22	\$149	Nama- ka	F2F	Eve- ning
Customer Service	24	\$99	Nama- ka	F2F/ Online	Day
Restaurant Services	24	\$99	Nama- ka	F2F	Day
Kitchen Cost Efficiency	24	\$120	Nadi	F2F/ Online	Day/ Even- ing
BEST-Sewing Techniques	27-30	\$77	Nabua	F2F	Day
Housekeeping Supervision and Checklist	30	\$120	Nadi/ Suva/ Labasa	Online/ F2F/ Blend- ed	Day
<b>APRIL</b>					
Freehand Cutting Garment Construction	3-6	\$110	Nabua	F2F	Day
Handling Guest Complaint	6	\$99	Suva	F2F/ On- line	Day
Sewing Machinist	10-13	\$77	Nabua	F2F	Day
Public Area Cleaning	13	\$120	Nadi	F2F/ Blend- ed	Day
Professional Porters & Concierge Service	14	\$99	Labasa	F2F/ On- line	Day



Menu Designing Principles	14	\$120	Suva	F2F/Online	Day/Evening
Basic Cake Decoration	14	\$120	Nadi/Suva	F2F	Day
Ladies Trouser Making	17-20	\$110	Nabua	F2F	Day
Threading Tinting and Bleaching	19 - 20	\$149	Nama-ka	F2F	Evening
Hospitality Supervisory Skills	20-21	\$149	Nadi/Nabua/Labasa	F2F/Online/Blended	Day
Bar Services	21	\$99	Nama-ka	F2F	Day
Menu Designing Principles	21	\$120	Nadi	F2F/Online	Day/Evening
Housekeeping Accommodation Supervision	27	\$120	Nadi	Online/F2F/Blended	Day
<b>MAY</b>					
Business Long Sleeve Shirt Making	1-4	\$110	Nabua	F2F	Day
Customer Service	4	\$99	Nama-ka	F2F	Day
Ayurveda Massage	9 - 10	\$149	Nama-ka	F2F	Evening
Ladies Trouser Making	9-11	\$110	Nabua	F2F	Day
Accommodation Inventory Management	11	\$120	Nadi/Suva/Labasa	Online/F2F/Blended	Day
Kitchen Wastage Control	12	\$120	Suva	F2F/Online	Day/Evening
Breakfast Pastries	12	\$120	Nadi/Suva	F2F	Day
Freehand Cutting Garment Construction	15-18	\$110	Nabua	F2F	Day
Upselling and Suggestive Selling Techniques	18-19	\$99	Nadi/Nabua/Labasa	F2F / Online / Blended	Day
Kitchen Wastage Control	19	\$120	Nadi	F2F/Online	Day/Evening
Sewing Machinist	22-25	\$77	Nabua	F2F	Day
Telephone Etiquette	25	\$99	Lautoka	F2F/Online	Day
Exceptional Customer Service for Housekeepers	25	\$120	Nadi/Suva/Labasa	Online/F2F/Blended	Day
Wine Evaluation & Service	26	\$99	Nama-ka	F2F	Day

<b>JUNE</b>					
Handling Guest Complaint	2	\$99	Suva	F2F/Online	Day
BEST-Princess Line Dress Making	5-8	\$77	Nabua	F2F	Day
Professional Porters & Concierge Service	8	\$99	Labasa	F2F/Online	Day
Accommodation and laundry Service	8	\$120	Nadi/Suva/Labasa	F2F/Blended	Day
Breads and Rolls	9	\$120	Nadi/Suva	F2F	Day
Pattern Making	12-15	\$110	Nabua	Blended	Day
Local Gastronomy	15 - 16	\$190	Suva	Blended	Day/Evening
Sewing Machinist	19-22	\$77	Nabua	F2F	Day
Hairstyling	20 - 21	\$149	Nama-ka	F2F	Evening
Local Gastronomy	22 - 23	\$190	Nadi	Blended	Day/Evening
Floral Arrangement	22	\$120	Nadi/Suva/Labasa	F2F/Blended	Day
Exceptional Customer Services	23	\$99	Nadi/Nabua/Labasa	F2F / Online / Blended	Day
Cocktail Mixing	23	\$99	Nama-ka	F2F	Day
Freehand Cutting Garment Construction	26-29	\$110	Nabua	F2F	Day
<b>JULY</b>					
Dress Making	3-6	\$88	Nabua	F2F	Day
Basic Manicure And Pedicure Services	4 - 5	\$149	Nama-ka	F2F	Evening
BEST-Evening Wear Dress Making	10-13	\$77	Nabua	F2F	Day
Service Ambassadors In the Travel and Hospitality Industry	14	\$99	Nadi/Nabua/Labasa	F2F/Online/Blended	Day
Pattern Making	17-20	\$110	Nabua	Blended	Day
F&B Events	21	\$99	Nama-ka	F2F	Day
Bula Wear	24-27	\$110	Nabua	F2F	Day
Basic Front Office Supervision	27	\$99	Nama-ka	F2F	Day

Managing Food Allergens And Dietary Requirements	14	\$120	Suva	F2F/Online	Day/Evening
Accommodation Inventory Management	27	\$120	Nadi/Suva/Labasa	Online/F2F/Blended	Day
Managing Food Allergens And Dietary Requirements	28	\$120	Nadi	F2F/Online	Day/Evening
Cakes for Special Events	28	\$120	Naceva	F2F	Day
<b>AUGUST</b>					
Evening Gown Wear	7-10	\$110	Nabua	F2F	Day
Public Area Cleaning	10	\$120	Suva	F2F	Day
Telephone Etiquette	11	\$99	Suva	F2F/Online	Day
Monitor and Roster Staff	11	\$120	Suva	F2F/Online	Day/Evening
Advance Cake Decoration	11	\$120	Nadi/Suva	F2F	Day
Pattern Making	14-17	\$110	Nabua	Blended	Day
Bula Wear	21-24	\$110	Nabua	F2F	Day
Fundamentals of Events Planning Management	24-25	\$149	Nadi/Nabua/Labasa	F2F / Online / Blended	Day
Professional Guestroom Cleaning	24	\$120	Nadi	F2F	Day
Hot Beverages & Espresso Coffee Mixes	25	\$99	Nama-ka	F2F	Day
Monitor and Roster Staff	25	\$120	Nadi	F2F/Online	Day/Evening
Housekeeping Supervision and Checklist	31	\$120	Nadi/Suva/Labasa	Online/F2F/Blended	Day
<b>SEPTEMBER</b>					
Business Long Sleeve Shirt Making	04-07	\$110	Nabua	F2F	Day
Wedding Gown	11-14	\$110	Nabua	F2F	Day
Customer Service	14	\$99	Labasa	F2F/Online	Day
Exceptional Customer Service for Housekeepers	14	\$120	Nadi/Suva/Labasa	Online/F2F/Blended	Day
Prepare and Monitor Kitchen Budgets	15	\$120	Suva	F2F/Online	Day/Evening
Puff and Choux Pastry	15	\$120	Nadi/Suva	F2F	Day

Hair and Scalp Treatments	18 - 19	\$149	Nama-ka	F2F	Evening
Sewing Machinist	18-21	\$77	Nabua	F2F	Day
Handling Guest Complaint	21	\$99	Nama-ka	F2F	Day
Housekeeping Quality Control Procedures	21	\$120	Nadi/Suva/Labasa	Online/F2F/Blended	Day
F&B Back of House Operations	22	\$99	Nama-ka	F2F	Day
Prepare and Monitor Kitchen Budgets	22	\$120	Nadi	F2F/Online	Day/Evening
Hospitality Supervisory Skills	28-29	\$149	Nadi/Nabua/Labasa	F2F / Online / Blended	Day
<b>OCTOBER</b>					
Freehand Cutting Garment Construction	2-5	\$110	Nabua	F2F	Day
Telephone Etiquette	5	\$99	Suva	F2F/Online	Day
Sewing Machinist	09-12	\$77	Nabua	F2F	Day
Exceptional Customer Services	12	\$99	Nadi/Nabua/Labasa	F2F / Online / Blended	Day
Professional Guestroom Cleaning	12	\$120	Nadi	F2F	Day
Kitchen Safety and Food Hygiene Practices	13	\$120	Suva	F2F/Online	Day/Evening
Hot and Cold Desserts	13	\$120	Nadi/Suva	F2F	Day
Basic Front Office Supervision	14	\$99	Nama-ka	F2F	Day
Pattern Making	16-19	\$110	Nabua	F2F	Day
Kitchen Safety and Food Hygiene Practices	20	\$120	Nadi	F2F/Online	Day/Evening
F&B Profit & Loss Statement	20	\$99	Nama-ka	F2F	Day
Haircutting	24 - 25	\$149	Nama-ka	F2F	Evening
Accommodation and laundry Service	26	\$120	Nadi	F2F	Day
<b>NOVEMBER</b>					
Handling Guest Complaint	2	\$99	Nama-ka	F2F	Day



Housekeeping Accommodation Supervision	2	\$120	Nadi/ Suva/ Labasa	Online/ F2F/ Blend- ed	Day
Upselling and Suggestive Selling Techniques	3	99	Nadi/ Nabua/ Labasa	F2F / Online / Blend- ed	Day
Basic Cake Baking	3	\$120	Nadi/ Suva	F2F	Day
T-Shirt Making	6-9	\$88	Nabua	F2F	Day
Floral Arrangement	9	\$120	Nadi	F2F	Day
Kitchen Cost Efficiency	10	\$120	Suva	F2F/ Online	Day/ Evening
Sewing Machinist	13-16	\$77	Nabua	F2F	Day
Kitchen Safety and Food Hygiene Practices	17	\$120	Nadi	F2F/ Online	Day/ Evening
Pattern Making	20-23	\$110	Nabua	Blend- ed	Day
Ayurveda Facial	21 - 22	\$149	Nama- ka	F2F	Evening
F& B Good Customers Service & Guests Complain	24	\$99	Nama- ka	F2F	Day

Basic Manicure & Pedicure Services	17 - 30	\$704	Nama- ka	F2F/ Blend- ed	Day/ Evening
<b>JUNE</b>					
Basic Makeup Services	1 - 14	\$704	Nama- ka	F2F/ Blend- ed	Day/ Evening
<b>JULY</b>					
Beauty Therapy Industry Fundamentals	24 - August 4	\$704	Nama- ka	F2F/ Blend- ed	Day/ Evening
<b>AUGUST</b>					
Beauty Therapy Products & Equipment	7 - 18	\$704	Nama- ka	F2F/ Blend- ed	Day/ Evening
Threading & Tinting	21 - Sept 1	\$704	Nama- ka	F2F/ Blend- ed	Day/ Evening
<b>SEPTEMBER</b>					
Basic Waxing Services	4 - 18	\$704	Nama- ka	F2F/ Blend- ed	Day/ Evening
Body Treatments	19 - Oct 4	\$704	Nama- ka	F2F/ Blend- ed	Day/ Evening
<b>OCTOBER</b>					
Facial Treatments	5 - 19	\$704	Nama- ka	F2F/ Blend- ed	Day/ Evening
Basic Manicure & Pedicure Services	20 - Nov 2	\$704	Nama- ka	F2F/ Blend- ed	Day/ Evening
<b>NOVEMBER</b>					
Basic Makeup Services	3 - 17	\$704	Nama- ka	F2F/ Blend- ed	Day/ Evening

### CERTIFICATE OF ATTAINMENT IN BEAUTY THERAPY

Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blend-ed)	Session (Day/ Evening)
<b>FEBRUARY</b>					
Beauty Therapy Industry Fundamentals	20 - March 3	\$704	Nama- ka	F2F/ Blend- ed	Day/ Evening
<b>MARCH</b>					
Beauty Therapy Products & Equipment	6 - 17	\$704	Nama- ka	F2F/ Blend- ed	Day/ Evening
Threading & Tinting	20 - 30	\$704	Nama- ka	F2F/ Blend- ed	Day/ Evening
<b>APRIL</b>					
Basic Waxing Services	3 - 18	\$704	Nama- ka	F2F/ Blend- ed	Day/ Evening
Body Treatments	19 - May 2	\$704	Nama- ka	F2F/ Blend- ed	Day/ Evening
<b>MAY</b>					
Facial Treatments	3 - 16	\$704	Nama- ka	F2F/ Blend- ed	Day/ Evening

### CERTIFICATE OF ATTAINMENT IN HAIRDRESSING

Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blend-ed)	Session (Day/ Evening)
<b>FEBRUARY</b>					
Hairdressing Concepts	23 - March 8	\$704	Nama- ka	F2F/ Blend- ed	Day/ Evening
<b>MARCH</b>					
Hairdressing Products & Equipment's	9 - 22	\$704	Nama- ka	F2F/ Blend- ed	Day/ Evening
Hair & Scalp Treatments	23 - Apr 5	\$704	Nama- ka	F2F/ Blend- ed	Day/ Evening
<b>APRIL</b>					
Anatomy, Physiology & Chemistry of Hair	6 - 21	\$704	Nama- ka	F2F/ Blend- ed	Day/ Evening



Hairstyling	24 - May 5	\$704	Nama-ka	F2F/ Blend-ed	Day/ Evening
<b>MAY</b>					
Shampoo & Conditioning	8 - 19	\$704	Nama-ka	F2F/ Blend-ed	Day/ Evening
Haircutting	22 - Jun 2	\$704	Nama-ka	F2F/ Blend-ed	Day/ Evening
<b>JUNE</b>					
Chemical Treatments	5 - 16	\$704	Nama-ka	F2F/ Blend-ed	Day/ Evening
Hairdressing Concepts	28 - Aug 5	\$704	Nama-ka	F2F/ Blend-ed	Day/ Evening
<b>JULY</b>					
Hairdressing Products & Equipment's	27 - Aug 9	\$704	Nama-ka	F2F/ Blend-ed	Day/ Evening
<b>AUGUST</b>					
Hair & Scalp Treatments	10 - 23	\$704	Nama-ka	F2F/ Blend-ed	Day/ Evening
Anatomy, Physiology & Chemistry of Hair	24 - Sep 6	\$704	Nama-ka	F2F/ Blend-ed	Day/ Evening
<b>SEPTEMBER</b>					
Hairstyling	8 - 21	\$704	Nama-ka	F2F/ Blend-ed	Day/ Evening
Shampoo & Conditioning	22 - Oct 9	\$704	Nama-ka	F2F/ Blend-ed	Day/ Evening
<b>OCTOBER</b>					
Haircutting	11 - 24	\$704	Nama-ka	F2F/ Blend-ed	Day/ Evening
Chemical Treatments	25 - Nov 7	\$704	Nama-ka	F2F/ Blend-ed	Day/ Evening
<b>NOVEMBER</b>					
Chemical Treatments	25 - Nov 7	\$704	Nama-ka	F2F/ Blend-ed	Day/ Evening

## CERTIFICATE OF ATTAINMENT IN ADVANCED CULINARY SKILLS

Course Name	Train-ing Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blend-ed)	Ses-sion (Day/ Eve-ning)
<b>FEBRUARY</b>					
Kitchen Hygiene and OHS	20 - 22	\$275	Nadi/ Nasese/ Labasa	Blend-ed	Day
Principles and Methods of Cookery	27 - Mar 1	\$275	Nadi/ Nasese/ Labasa	Blend-ed	Day

<b>MARCH</b>					
Organize and Prepare Food	6 - 8	\$275	Nadi/ Nasese/ Labasa	Blend-ed	Day
Stocks Soups and Sauce Production	13 - 15	\$275	Nadi/ Nasese/ Labasa	Blend-ed	Day
Salads and Appetizers	20 - 22	\$275	Nadi/ Nasese/ Labasa	Blend-ed	Day
Prepare Sandwiches	27 - 29	\$275	Nadi/ Nasese/ Labasa	Blend-ed	Day
<b>APRIL</b>					
Basic Pastries and Cakes	3 - 5	\$275	Nadi/ Nasese/ Labasa	Blend-ed	Day
Basic Yeast Goods	11 - 13	\$275	Nadi/ Nasese/ Labasa	Blend-ed	Day
Breakfast Cookery and Kitchen Attendance	17 - 19	\$275	Nadi/ Nasese/ Labasa	Blend-ed	Day
Poultry and Game Preparation	24 - 26	\$275	Nadi/ Nasese/ Labasa	Blend-ed	Day
<b>MAY</b>					
Fish and Shell fish Preparation	1 - 3	\$275	Nadi/ Nasese/ Labasa	Blend-ed	Day
Lamb, Pork and Beef Preparation	8 - 10	\$275	Nadi/ Nasese/ Labasa	Blend-ed	Day
Innovative Ways of using Local Cuisine	15 - 17	\$275	Nadi/ Nasese/ Labasa	Blend-ed	Day
Eggs and Farinaceous dishes	22 - 24	\$275	Nadi/ Nasese/ Labasa	Blend-ed	Day
Kitchen Cost Control	29 - 31	\$275	Nadi/ Nasese/ Labasa	Blend-ed	Day
<b>JUNE</b>					
Menu Planning	5 - 7	\$275	Nadi/ Nasese/ Labasa	Blend-ed	Day
Showpiece and Buffet Techniques	12 - 14	\$275	Nadi/ Nasese/ Labasa	Blend-ed	Day
Final Assessment Semester 1	19 - 21	\$205	Nadi/ Nasese/ Labasa	Blend-ed	Day
<b>JULY</b>					
Kitchen Hygiene and OHS	24 - 26	\$275	Nadi/ Nasese/ Labasa	Blend-ed	Day
Principles and Methods of Cookery	31 - Aug 2	\$275	Nadi/ Nasese/ Labasa	Blend-ed	Day



AUGUST					
Organize and Prepare Food	7 - 9	\$275	Nadi/ Nasese/ Labasa	Blend- ed	Day
Stocks Soups and Sauce Production	14 - 16	\$275	Nadi/ Nasese/ Labasa	Blend- ed	Day
Salads and Appetizers	21 - 23	\$275	Nadi/ Nasese/ Labasa	Blend- ed	Day
Prepare Sandwiches	28 - 30	\$275	Nadi/ Nasese/ Labasa	Blend- ed	Day
SEPTEMBER					
Basic Pastries and Cakes	4 - 6	\$275	Nadi/ Nasese/ Labasa	Blend- ed	Day
Basic Yeast Goods	11 - 13	\$275	Nadi/ Nasese/ Labasa	Blend- ed	Day
Breakfast Cookery and Kitchen Attendance	18 - 20	\$275	Nadi/ Nasese/ Labasa	Blend- ed	Day
Poultry and Game Preparation	25 - 27	\$275	Nadi/ Nasese/ Labasa	Blend- ed	Day
OCTOBER					
Fish and Shell fish Preparation	3 - 5	\$275	Nadi/ Nasese/ Labasa	Blend- ed	Day
Lamb, Pork and Beef Preparation	11 - 13	\$275	Nadi/ Nasese/ Labasa	Blend- ed	Day
Innovative Ways of using Local Cuisine	16 - 18	\$275	Nadi/ Nasese/ Labasa	Blend- ed	Day
Eggs and Farinaceous dishes	23 - 25	\$275	Nadi/ Nasese/ Labasa	Blend- ed	Day
Kitchen Cost Control	30 - Nov 1	\$275	Nadi/ Nasese/ Labasa	Blend- ed	Day
NOVEMBER					
Menu Planning	6 - 8	\$275	Nadi/ Nasese/ Labasa	Blend- ed	Day
Showpiece and Buffet Techniques	13 - 15	\$275	Nadi/ Nasese/ Labasa	Blend- ed	Day
Final Assessment Semester 2	20 - 22	\$205	Nadi/ Nasese/ Labasa	Blend- ed	Day

CERTIFICATE OF ATTAINMENT IN RESTAURANT OPERATIONS					
Course Name	Train- ing Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blended)	Ses- sion (Day/ Even- ing)
FEBRUARY					
Workplace Hygiene	20 - 22	\$275	Nadi/ Nasese/ Labasa	Blend- ed	Day
Restaurant Preparation and Service Stage 1	27 - Mar 1	\$275	Nadi/ Nasese/ Labasa	Blend- ed	Day
MARCH					
Restaurant Preparation and Service Stage 2	6 - 8	\$275	Nadi/ Nasese/ Labasa	Blend- ed	Day
Bar Preparation and Services	13 - 15	\$275	Nadi/ Nasese/ Labasa	Blend- ed	Day
Wine and Beverage Services	20 - 22	\$275	Nadi/ Nasese/ Labasa	Blend- ed	Day
Wine Evaluation	27 - 29	\$275	Nadi/ Nasese/ Labasa	Blend- ed	Day
APRIL					
Cocktail Mixing	3 - 5	\$275	Nadi/ Nasese/ Labasa	Blend- ed	Day
Functions and Banquets	11 - 13	\$275	Nadi/ Nasese/ Labasa	Blend- ed	Day
Room Service	17 - 19	\$275	Nadi/ Nasese/ Labasa	Blend- ed	Day
Non-Alcoholic Drinks/ Espresso Coffee Making	24 - 26	\$275	Nadi/ Nasese/ Labasa	Blend- ed	Day
MAY					
Gueridon / Silver Service	1 - 3	\$275	Nadi/ Nasese/ Labasa	Blend- ed	Day
Receiving and Storing Goods	8 - 10	\$275	Nadi/ Nasese/ Labasa	Blend- ed	Day
Purchasing Procurement	15 - 17	\$275	Nadi/ Nasese/ Labasa	Blend- ed	Day
F&B Cost Controlling and P/L Statement	22 - 24	\$275	Nadi/ Nasese/ Labasa	Blend- ed	Day
Basic F&B Supervision	29 - 31	\$275	Nadi/ Nasese/ Labasa	Blend- ed	Day
JULY					
Workplace Hygiene	24 - 26	\$275	Nadi/ Nasese/ Labasa	Blend- ed	Day

Restaurant Preparation and Service Stage 1	31 - Aug 2	\$275	Nadi/Nasese/Labasa	Blended	Day
<b>AUGUST</b>					
Restaurant Preparation and Service Stage 2	7 - 9	\$275	Nadi/Nasese/Labasa	Blended	Day
Bar Preparation and Services	14 - 16	\$275	Nadi/Nasese/Labasa	Blended	Day
Wine and Beverage Services	21 - 23	\$275	Nadi/Nasese/Labasa	Blended	Day
Wine Evaluation	28 - 30	\$275	Nadi/Nasese/Labasa	Blended	Day
<b>SEPTEMBER</b>					
Cocktail Mixing	4 - 6	\$275	Nadi/Nasese/Labasa	Blended	Day
Functions and Banquets	11 - 13	\$275	Nadi/Nasese/Labasa	Blended	Day
Room Service	18 - 20	\$275	Nadi/Nasese/Labasa	Blended	Day
Non-Alcoholic Drinks/ Espresso Coffee Making	25 - 27	\$275	Nadi/Nasese/Labasa	Blended	Day
<b>OCTOBER</b>					
Gueridon / Silver Service	3 - 5	\$275	Nadi/Nasese/Labasa	Blended	Day
Receiving and Storing Goods	11 - 13	\$275	Nadi/Nasese/Labasa	Blended	Day
Purchasing Procurement	16 - 18	\$275	Nadi/Nasese/Labasa	Blended	Day
F&B Cost Controlling and P/L Statement	23 - 25	\$275	Nadi/Nasese/Labasa	Blended	Day
Basic F&B Supervision	30 - Nov 1	\$275	Nadi/Nasese/Labasa	Blended	Day

### CERTIFICATE OF ATTAINMENT IN MANAGEMENT DEVELOPMENT & LEADERSHIP SKILLS IN HOSPITALITY

Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blended)	Session (Day/ Evening)
<b>FEBRUARY</b>					
Hospitality Human Resource Management	23- Mar 9	\$350	Nadi/ Labasa/ Nabua	F2F/ Online/ Blended	Day/ Evening

<b>MARCH</b>					
Hospitality Sales and Marketing	16-23	\$350	Nadi/ Nabua/ Labasa	F2F/ Online/ Blended	Day/ Evening
Financial Literacy and Report Writing for Hospitality	30 - Apr 6	\$350	Nadi/ Nabua/ Labasa	F2F/ Online/ Blended	Day/ Evening
<b>APRIL</b>					
Hospitality Business Communication & Leadership Management	13-20	\$350	Nadi/ Nabua/ Labasa	F2F/ Online/ Blended	Day/ Evening
Ethics Management and Professionalism in Hospitality Industry	27 - May 4	\$350	Nadi/ Nabua/ Labasa	F2F/ Online/ Blended	Day/ Evening
<b>MAY</b>					
Events Planning and Management Tactics	11-25	\$350	Nadi/ Nabua/ Labasa	F2F / Online / Blended	Day/ Evening
<b>JUNE</b>					
MDLS Assessment	1-8	\$350	Nadi/ Nabua/ Labasa	F2F/ Online/ Blended	Day/ Evening
<b>JULY</b>					
Hospitality Human Resource Management	27- Aug 3	\$350	Nadi/ Nabua/ Labasa	F2F / Online / Blended	Day/ Evening
<b>AUGUST</b>					
Hospitality Sales and Marketing	10-17	\$350	Nadi/ Nabua/ Labasa	F2F / Online / Blended	Day/ Evening
Financial Literacy and Report Writing for Hospitality	24-31	\$350	Nadi/ Nabua/ Labasa	F2F / Online / Blended	Day/ Evening
<b>SEPTEMBER</b>					
Hospitality Business Communication & Leadership Management	7-14	\$350	Nadi/ Nabua/ Labasa	F2F / Online / Blended	Day/ Evening
Ethics Management and Professionalism in Hospitality Industry	21-28	\$350	Nadi/ Nabua/ Labasa	F2F / Online / Blended	Day/ Evening
<b>OCTOBER</b>					
Events Planning and Management Tactics	5-19	\$350	Nadi/ Nabua/ Labasa	F2F / Online / Blended	Day/ Evening

MDLS Assessment	26	\$0	Nadi/ Nabua/ Labasa	F2F / Online / Blend- ed	Day/ Even- ing
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## CERTIFICATE OF ATTAINMENT IN SALES & MARKETING

Course Name	Train- ing Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blend- ed)	Ses- sion (Day/ Even- ing)
Sales and Marketing Module 1	1 - 29	\$440	Nadi/ Labasa/ Nabua	F2F/ Online/ Blend- ed	Day/ Even- ing
<b>APRIL</b>					
Sales and Marketing Module 2	7 - 28	\$440	Nadi/ Nabua/ Labasa	F2F/ Online/ Blend- ed	Day/ Even- ing
<b>MAY</b>					
Sales and Marketing Module 3	5 - 26	\$440	Nadi/ Nabua/ Labasa	F2F / Online / Blend- ed	Day/ Even- ing
<b>AUGUST</b>					
Sales and Marketing Module 1	4-25	\$440	Nadi/ Nabua/ Labasa	F2F / Online / Blend- ed	Day/ Even- ing
<b>SEPTEMBER</b>					
Sales and Marketing Module 2	1-29	\$440	Nadi/ Nabua/ Labasa	F2F / Online / Blend- ed	Day/ Even- ing
<b>OCTOBER</b>					
Sales and Marketing Module 3	6-27	\$440	Nadi/ Nabua/ Labasa	F2F / Online / Blend- ed	Day/ Even- ing

## CERTIFICATE OF ATTAINMENT IN TRAVEL & TOURISM

Course Name	Train- ing Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blend- ed)	Ses- sion (Day/ Even- ing)
<b>FEBRUARY</b>					
Tourism Industry Knowledge	20-28	\$385	Nadi/ Labasa/ Nabua	F2F / Online / Blend- ed	Day
<b>MARCH</b>					
Tour Guiding Fundamentals	1-7	\$385	Nadi/ Nabua/ Labasa	F2F / Online / Blend- ed	Day
Dealing with Customers and Colleagues	13-21	\$385	Nadi/ Nabua/ Labasa	F2F / Online / Blend- ed	Day

Strategic selling of Tourism Products and Services	22-29	\$385	Nadi/ Nabua/ Labasa	F2F / Online / Blend- ed	Day
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### APRIL

Co-ordinate Arrival and Departure Assistance	3-11	\$385	Nadi/ Nabua/ Labasa	F2F / Online / Blend- ed	Day
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Inbound Travel Services 1	12 - 23	\$385	Nadi/ Nabua/ Labasa	F2F / Online / Blend- ed	Day
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Inbound Travel Services 2	24-26	\$385	Nadi/ Nabua/ Labasa	F2F / Online / Blend- ed	Day
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### MAY

Inbound Travel Services 3	1-9	\$385	Nadi/ Nabua/ Labasa	F2F / Online / Blend- ed	Day
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Travel and Tourism Assessment	10	\$20	Nadi/ Nabua/ Labasa	F2F / Online / Blend- ed	Day
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### JULY

Tourism Industry Knowledge	24-31	\$385	Nadi/ Nabua/ Labasa	F2F / Online / Blend- ed	Day
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### AUGUST

Tour Guiding Fundamentals	1-9	\$385	Nadi/ Nabua/ Labasa	F2F / Online / Blend- ed	Day
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Dealing with Customers and Colleagues	14-22	\$385	Nadi/ Nabua/ Labasa	F2F / Online / Blend- ed	Day
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Strategic selling of Tourism Products and Services	23-30	\$385	Nadi/ Nabua/ Labasa	F2F / Online / Blend- ed	Day
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### SEPTEMBER

Co-ordinate Arrival and Departure Assistance	4-12	\$385	Nadi/ Nabua/ Labasa	F2F / Online / Blend- ed	Day
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Inbound Travel Services 1	13-25	\$385	Nadi/ Nabua/ Labasa	F2F / Online / Blend- ed	Day
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### OCTOBER

Inbound Travel Services 2	2-10	\$385	Nadi/ Nabua/ Labasa	F2F / Online / Blend- ed	Day
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Inbound Travel Services 3	11-18	\$385	Nadi/ Nabua/ Labasa	F2F / Online / Blend- ed	Day
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Travel and Tourism Assessment	23	\$385	Nadi/ Nabua/ Labasa	F2F / Online / Blend- ed	Day
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<b>CERTIFICATE OF ATTAINMENT IN HOUSEKEEPING AND ACCOMODATION</b>					
<b>Course Name</b>	<b>Train- ing Dates</b>	<b>Fees</b>	<b>Venue (Centre)</b>	<b>Mode (F2F/ Online/ Blend- ed)</b>	<b>Ses- sion (Day/ Even- ing)</b>
<b>FEBRUARY</b>					
Hospitality Operation	20 - 22	\$275	Nadi/ Suva/ Labasa	F2F/ Online/ Blend- ed	Day
Roles and Responsibilities of Housekeeping and Quality Customer Service	27- Mar 1	\$275	Nadi/ Suva/ Labasa	F2F/ Online/ Blend- ed	Day
<b>MARCH</b>					
Professional Guestroom Cleaning and Procedures	13 - 15	\$275	Nadi/ Suva/ Labasa	F2F/ Blend- ed	Day
IT Hospitality Housekeeping Accommodation Room Master	13 - 15	\$275	Nadi/ Suva/ Labasa	F2F/ Blend- ed	Day
General Deep Cleaning And periodic Maintenance	20 - 22	\$275	Nadi/ Suva/ Labasa	F2F/ Blend- ed	Day
Public Area Cleaning	27 - 29	\$275	Nadi/ Suva/ Labasa	F2F/ Blend- ed	Day
<b>APRIL</b>					
Sanitation and Hygiene in the Guestroom	03 - 05	\$275	Nadi/ Suva/ Labasa	F2F/ Blend- ed	Day
Laundry Management	11- 13	\$275	Nadi/ Suva/ Labasa	F2F/ Blend- ed	Day
Basic Housekeeping Supervision	17 - 19	\$275	Nadi/ Suva/ Labasa	F2F/ Online/ Blend- ed	Day
Basic Housekeeping Cost Control	24 - 26	\$275	Nadi/ Suva/ Labasa	F2F/ Online/ Blend- ed	Day
<b>MAY</b>					
Managing Linen Inventories	01 - 03	\$275	Nadi/ Suva/ Labasa	F2F/ Online/ Blend- ed	Day

Housekeeping and Accommodation Services Assessment	08 - 10	\$275	Nadi/ Suva/ Labasa	F2F/ Blend- ed	Day
<b>JULY</b>					
Hospitality Operation	24 - 26	\$275	Nadi/ Suva/ Labasa	F2F/ Online/ Blend- ed	Day
<b>AUGUST</b>					
Roles and Responsibilities of Housekeeping and Quality Customer Service	Jul 31 -02	\$275	Nadi/ Suva/ Labasa	F2F/ Online/ Blend- ed	Day
Professional Guestroom Cleaning and Procedures	07 - 09	\$275	Nadi/ Suva/ Labasa	F2F/ Blend- ed	Day
IT Hospitality Housekeeping Accommodation Room Master	14 - 16	\$275	Nadi/ Suva/ Labasa	F2F/ Blend- ed	Day
General Deep Cleaning And periodic Maintenance	21 - 23	\$275	Nadi/ Suva/ Labasa	F2F/ Blend- ed	Day
Public Area Cleaning	28 - 30	\$275	Nadi/ Suva/ Labasa	F2F/ Blend- ed	Day
<b>SEPTEMBER</b>					
Laundry Management	04 - 06	\$275	Nadi/ Suva/ Labasa	F2F/ Blend- ed	Day
Basic Housekeeping Supervision	11 - 13	\$275	Nadi/ Suva/ Labasa	F2F/ Blend- ed	Day
Basic Housekeeping Cost Control	25 - 27	\$275	Nadi/ Suva/ Labasa	F2F/ Online/ Blend- ed	Day
<b>OCTOBER</b>					
Managing Linen Inventories	02 - 04	\$275	Nadi/ Suva/ Labasa	F2F/ Online/ Blend- ed	Day
Housekeeping and Accommodation Services Assessment	09 - 11	\$275	Nadi/ Suva/ Labasa	F2F/ Blend- ed	Day

CERTIFICATE OF ATTAINMENT IN ROOMS DIVISION MANAGEMENT					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blend-ed)	Session (Day/ Evening)
<b>FEBRUARY</b>					
Rooms Division Management - Module I	20 - Mar 9	\$638	Nadi/ Suva/ Labasa	F2F/ Online/ Blend-ed	Day/ Evening
<b>MARCH</b>					
Rooms Division Management - Module II	13 - 30	\$649	Nadi/ Suva/ Labasa	F2F/ Online/ Blend-ed	Day/ Evening
<b>APRIL</b>					
Rooms Division Management - Module III	03 - 20	\$649	Nadi/ Suva/ Labasa	F2F/ Online/ Blend-ed	Day/ Evening
<b>JULY</b>					
Rooms Division Management - Module I	24 - Aug 10	\$638	Nadi/ Suva/ Labasa	F2F/ Online/ Blend-ed	Day/ Evening
<b>AUGUST</b>					
Rooms Division Management - Module II	14 - 31	\$649	Nadi/ Suva/ Labasa	F2F/ Online/ Blend-ed	Day/ Evening
<b>SEPTEMBER</b>					
Rooms Division Management - Module III	4 - 21	\$649	Nadi/ Suva/ Labasa	F2F/ Online/ Blend-ed	Day/ Evening

CERTIFICATE OF ATTAINMENT IN BAKING & PATISSERIE					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blend-ed)	Session (Day/ Evening)
<b>FEBRUARY</b>					
OHS & Kitchen Hygiene in Baking and Patisserie	20 - 22	\$275	Nadi/ Suva/ Labasa	F2F/ Blend-ed	Day
Basic Baking and Patisserie Delights	27 - Mar 1	\$275	Nadi/ Suva/ Labasa	F2F/ Blend-ed	Day
<b>MARCH</b>					
Basic Coffee Shop Delicacies	06 - 08	\$275	Nadi/ Suva/ Labasa	F2F/ Blend-ed	Day
Cake Baking	13 - 15	\$275	Nadi/ Suva/ Labasa	F2F/ Blend-ed	Day
Cream Based Cakes	20 - 22	\$275	Nadi/ Suva/ Labasa	F2F/ Blend-ed	Day

Basic Cake Decoration	27 - 29	\$275	Nadi/ Suva/ Labasa	F2F/ Blend-ed	Day
<b>APRIL</b>					
Advance Cake Decoration	03 - 05	\$275	Nadi/ Suva/ Labasa	F2F/ Blend-ed	Day
Pies and Tarts	11- 13	\$275	Nadi/ Suva/ Labasa	F2F/ Blend-ed	Day
Puff and Choux Pastry	17 - 19	\$275	Nadi/ Suva/ Labasa	F2F/ Blend-ed	Day
Breads and Rolls	24 - 26	\$275	Nadi/ Suva/ Labasa	F2F/ Blend-ed	Day
<b>MAY</b>					
Biscuits, Meringue, and Cookies	01 - 03	\$275	Nadi/ Suva/ Labasa	F2F/ Blend-ed	Day
Hot and Cold Desserts	08 - 10	\$275	Nadi/ Suva/ Labasa	F2F/ Blend-ed	Day
Chocolate Works	15 - 17	\$275	Nadi/ Suva/ Labasa	F2F/ Blend-ed	Day
Cakes for Special Events	22 - 24	\$275	Nadi/ Suva/ Labasa	F2F/ Blend-ed	Day
Baking and Patisserie (Assessment)	29 - 31	\$275	Nadi/ Suva/ Labasa	F2F/ Blend-ed	Day
<b>JULY</b>					
OHS & Kitchen Hygiene in Baking and Patisserie	24 - 26	\$275	Nadi/ Suva/ Labasa	F2F/ Blend-ed	Day
Basic Baking and Patisserie Delights	31 - Aug 2	\$275	Nadi/ Suva/ Labasa	F2F/ Blend-ed	Day
<b>AUGUST</b>					
Basic Coffee Shop Delicacies	7 - 9	\$275	Nadi/ Suva/ Labasa	F2F/ Blend-ed	Day
Cake Baking	14 - 16	\$275	Nadi/ Suva/ Labasa	F2F/ Blend-ed	Day
Cream Based Cakes	21 - 23	\$275	Nadi/ Suva/ Labasa	F2F/ Blend-ed	Day
Basic Cake Decoration	28 - 30	\$275	Nadi/ Suva/ Labasa	F2F/ Blend-ed	Day
<b>SEPTEMBER</b>					
Advance Cake Decoration	4 - 6	\$275	Nadi/ Suva/ Labasa	F2F/ Blend-ed	Day
Pies and Tarts	11 - 13	\$275	Nadi/ Suva/ Labasa	F2F/ Blend-ed	Day

Puff and Choux Pastry	18 - 20	\$275	Nadi/ Suva/ Labasa	F2F/ Blend- ed	Day
Breads and Rolls	25 - 27	\$275	Nadi/ Suva/ Labasa	F2F/ Blend- ed	Day
<b>OCTOBER</b>					
Biscuits, Meringue, and Cookies	2 - 4	\$275	Nadi/ Suva/ Labasa	F2F/ Blend- ed	Day
Hot and Cold Desserts	9 - 11	\$275	Nadi/ Suva/ Labasa	F2F/ Blend- ed	Day
Chocolate Works	16 - 18	\$275	Nadi/ Suva/ Labasa	F2F/ Blend- ed	Day
Cakes for Special Events	23 - 25	\$275	Nadi/ Suva/ Labasa	F2F/ Blend- ed	Day
Baking and Patisserie (Assessment)	30 - Nov 1	\$275	Nadi/ Suva/ Labasa	F2F/ Blend- ed	Day

<b>CERTIFICATE OF ATTAINMENT IN FRONT OFFICE &amp; CUSTOMER RELATIONS</b>					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blend-ed)	Session (Day/ Evening)
<b>FEBRUARY</b>					
Industry Hospitality Overview	20 - 22	\$275	Nama-ka/Laba-sa/Suva	F2F/ Online	Day
Telephone Etiquette	28 - 1	\$275	Nama-ka/Laba-sa/Suva	F2F/ Online	Day
<b>MARCH</b>					
IT Hospitality Basic Program	6 - 9	\$330	Nama-ka/Laba-sa/Suva	F2F	Day
Reservation Procedures and Service	13 - 15	\$275	Nama-ka/Laba-sa/Suva	F2F/ Online	Day
Hotel Accommodation Reception Service	20 - 22	\$275	Nama-ka/Laba-sa/Suva	F2F	Day
<b>APRIL</b>					
Handling Guest Complaint	3 - 5	\$275	Nama-ka/Laba-sa/Suva	F2F/ Online	Day
Professional Porters & Concierge Service	10 - 12	\$275	Nama-ka/Laba-sa/Suva	F2F/ Online	Day
Customer Service	17 - 19	\$275	Nama-ka/Laba-sa/Suva	F2F/ Online	Day
Night Audit	24 - 26	\$275	Nama-ka/Laba-sa/Suva	F2F/ Online	Day

<b>MAY</b>					
Basic Front Office Supervision	1 - 3	\$275	Namaka	F2F	Day
Basic Front Office Management	15 - 17	\$330	Namaka	F2F	Day
IT Hospitality Reservation Room Master	22 - 24	\$330	Namaka	F2F	Day
<b>JUNE</b>					
IT Hospitality Accommodation Room Master	29 - 1	\$330	Namaka	F2F	Day
IT Hospitality Fidelio OPERA	5 - 7	\$330	Namaka	F2F	Day
<b>JULY</b>					
Industry Hospitality Overview	24 - 26	\$275	Namaka	F2F	Day
<b>AUGUST</b>					
Telephone Etiquette	31 - 2	\$275	Nama-ka/Laba-sa/Suva	F2F/ Online	Day
IT Hospitality Basic Program	7 - 10	\$330	Namaka	F2F	Day
Reservation Procedures and Service	14 - 16	\$275	Nama-ka/Laba-sa/Suva	F2F/ Online	Day
Hotel Accommodation Reception Service	21 - 23	\$275	Namaka	F2F	Day
<b>SEPTEMBER</b>					
Handling Guest Complaint	4 - 6	\$275	Namaka	F2F	Day
Professional Porters & Concierge Service	11 - 13	\$275	Namaka	F2F	Day
Customer Service	18 - 20	\$275	Nama-ka/La-basa	F2F/ Online	Day
Night Audit	25 - 28	\$275	Namaka	F2F	Day
<b>OCTOBER</b>					
Basic Front Office Supervision	2 - 4	\$330	Namaka	F2F	Day
Basic Front Office Management	11 - 13	\$330	Nama-ka/Suva	F2F/ Online	Day
IT Hospitality Reservation Room Master	16 - 18	\$330	Namaka	F2F	Day
IT Hospitality Accommodation Room Master	23 - 25	\$330	Namaka	F2F	Day
<b>NOVEMBER</b>					
IT Hospitality Fidelio OPERA	30 - 01	\$330	Namaka	F2F	Day

## CERTIFICATE III & IV IN FITNESS IN PARTNERSHIP WITH FIT COLLEGE - AUSTRALIA

Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blended)	Session (Day/ Evening)
<b>JANUARY</b>					
First Aid	30- Feb 3	\$150	Naceva / Nasinu	F2F/ Online/ Blended	Evening
<b>FEBRUARY</b>					
Certificate III in Fitness	6 - May 12	\$ 5,907.50	Naceva / Nasinu	F2F/ Online/ Blended	Evening
Certificate IV in Fitness	6 - May 12	\$4,500	Naceva / Nasinu	F2F/ Online/ Blended	Evening
<b>MAY</b>					
First Aid	15-19	\$150	Naceva / Nasinu	F2F/ Online/ Blended	Evening
Certificate III in Fitness	22 - Aug 25	\$ 5,907.50	Naceva / Nasinu	F2F/ Online/ Blended	Evening
Certificate IV in Fitness	22 - Aug 25	\$4,500	Naceva / Nasinu	F2F/ Online/ Blended	Evening
<b>AUGUST</b>					
First Aid	28 - Sept 1	\$150	Naceva / Nasinu	F2F/ Online/ Blended	Evening
<b>SEPTEMBER</b>					
Certificate III in Fitness	4- Dec 8	\$ 5,907.50	Naceva / Nasinu	F2F/ Online/ Blended	Evening
Certificate IV in Fitness	4- Dec 8	\$4,500	Naceva / Nasinu	F2F/ Online/ Blended	Evening

## Department of Information Technology

### INTERNATIONAL AWARD PROGRAMME

Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blended)	Session (Day/ Evening)
<b>FEBRUARY</b>					
TAFE Diploma of Information Technology (Advanced Networking)	13 - June 30	\$7,940	Nadi/ Naceva/ Suva	Blended	Day/ Evening
<b>JULY</b>					
TAFE Diploma of Information Technology (Advanced Networking)	17 - Dec 1	\$7,940	Nadi/ Naceva/ Suva	Blended	Day/ Evening

### CompTIA CERTIFICATION TRAININGS

Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blended)	Session (Day/ Evening)
<b>JANUARY</b>					
CompTIA A+ Training	9 - Feb 10	\$580	Fiji Wide	Blended	Evening
<b>MARCH</b>					
CompTIA Server+ Training	20 - Apr 14	\$700	Fiji Wide	Blended	Evening
<b>OCTOBER</b>					
CompTIA Security+ Training	16 - Nov 10	\$700	Fiji Wide	Blended	Evening
<b>NOVEMBER</b>					
CompTIA Linux+ Training	20 - Dec 14	\$700	Fiji Wide	Blended	Evening

### CERTIFICATE OF ATTAINMENT DEMONSTRATE TECHNICAL & NETWORKING SKILLS IN ICT

Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blended)	Session (Day/ Evening)
<b>FEBRUARY</b>					
Perform ICT Network Administration	23 - 2 Mar	\$300	Suva	F2F	Day



MARCH					
Perform ICT Network Administration	6 - 13	\$300	Naceva	F2F	Day
APRIL					
Perform ICT System Administration	11 - 20	\$300	Suva / Naceva	F2F	Day
JUNE					
Demonstrate Cloud Computing through Virtualization Technologies	21 - 23	\$300	Suva	F2F	Day
JULY					
Demonstrate Cloud Computing through Virtualization Technologies	17 - 19	\$300	Naceva	F2F	Day
Analyse Productivity & Sustainability in Organisational ICT Practices	25 - 27	\$300	Suva	F2F	Day
AUGUST					
Design Strategies for Robust Cyber Security	21 - 30	\$300	Naceva	F2F	Day
SEPTEMBER					
Design Strategies for Robust Cyber Security	4 - 13	\$300	Suva	F2F	Day
OCTOBER					
Demonstrate Administration of Computer Servers	23 - 26	\$300	Naceva	F2F	Day
DECEMBER					
Demonstrate Administration of Computer Servers	4 - 7	\$300	Suva	F2F	Day

Business Analytics using Power BI	8 - 10	\$250	Nadi	Blended	Evening
MAY					
Data Analysis and Data Visualisation with Python	17 - 18	\$245	Suva	F2F	Day
JULY					
Data Analysis and Data Visualisation with Python	12 - 14	\$245	Nadi	F2F	Evening
Business Analytics using Power BI	17 - 19	\$250	Suva	F2F	Day
SEPTEMBER					
Business Analytics using Power BI	11 - 13	\$250	Naceva	F2F	Day
Business Analytics using Power BI	13 - 15	\$250	Nadi	Blended	Evening
Interactive Excel Dashboard	27	\$165	Naceva	F2F	Day
OCTOBER					
Data Analysis with Excel Pivot Tables	3 - 4	\$165	Suva	F2F	Day
NOVEMBER					
Data Analysis and Data Visualisation with Python	8 - 10	\$245	Nadi	F2F	Evening
Interactive Excel Dashboard	29 - 30	\$165	Suva	F2F	Day
DECEMBER					
Business Analytics using Power BI	11 - 13	\$250	Suva	F2F	Day

DATA ANALYTICS & VISUALIZATION					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blended)	Session (Day/ Evening)
JANUARY					
Interactive Excel Dashboard	20	\$165	Naceva	Blended	Day
Interactive Excel Dashboard	27	\$165	Nadi	Online	Evening
MARCH					
Interactive Excel Dashboard	3	\$165	Naceva	F2F	Day

FINANCIAL					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blended)	Session (Day/ Evening)
MARCH					
Computerized Accounting - MYOB	6 - 17	\$825	Naceva	F2F	Evening
AUGUST					
Computerized Accounting- MYOB	7 - 18	\$825	Nadi	Blended	Evening
NOVEMBER					
Computerized Accounting- MYOB	6 - 17	\$825	Suva	F2F	Evening

## GRAPHICS DESIGNING & WEB DEVELOPMENT

Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blend-ed)	Session (Day/ Evening)
<b>JANUARY</b>					
Fundamentals of Graphics Design	9 - 27	\$605	Naceva	F2F	Evening
Fundamentals of Graphics Design	16 - 26	\$605	Suva	F2F	Day
<b>FEBRUARY</b>					
Fundamentals of Video Editing	9 - 10	\$275	Nadi	F2F	Evening
Web Development Using WordPress	13 - 17	\$495	Naceva	F2F	Day
<b>MARCH</b>					
Advanced Graphic Design	13 - 31	\$715	Naceva	F2F	Evening
<b>APRIL</b>					
Fundamentals of Graphics Design	11 - 28	\$605	Nadi	F2F	Evening
<b>JUNE</b>					
Fundamentals of Graphics Design	5 - 23	\$605	Naceva	F2F	Evening
Advanced Graphic Design	12 - 30	\$715	Nadi	F2F	Evening
<b>JULY</b>					
Web Development Using WordPress	17 - 28	\$495	Nadi	Blend-ed	Evening
Fundamentals of Video Editing	18 - 19	\$275	Suva	F2F	Day
<b>AUGUST</b>					
Advanced Graphic Design	7 - 25	\$715	Naceva	F2F	Evening
<b>NOVEMBER</b>					
Fundamentals of Graphics Design	6 - 24	\$605	Naceva	F2F	Evening
<b>DECEMBER</b>					
Web Development Using WordPress	18 - 22	\$495	Nadi	Online	Evening

## HARDWARE SERVICE & INFRASTRUCTURE

Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blend-ed)	Session (Day/ Evening)
<b>FEBRUARY</b>					
PC Repair And Maintenance For Non-IT Personnel	6 - 10	\$385	Naceva	F2F	Day
Embracing Industry 4.0 with ICT Tools and Techniques	16 - 17	\$330	Nadi	Online	Evening
<b>APRIL</b>					
Software Installation for Beginners	3 - 6	\$198	Nadi	Blend-ed	Evening
<b>MAY</b>					
Embracing Industry 4.0 with ICT Tools and Techniques	29 - 30	\$330	Suva	F2F	Day
<b>AUGUST</b>					
Fundamentals of Linux Operating Systems	7 - 11	\$350	Naceva	F2F	Day
Software Installation for Beginners	24 - 25	\$198	Nadi	Blend-ed	Evening
<b>OCTOBER</b>					
PC Repair and Maintenance for Non-IT Personnel	9 - 20	\$385	Nadi	F2F	Evening
Embracing Industry 4.0 with ICT Tools and Techniques	19 - 20	\$330	Nadi	Online	Evening

## ICT MANAGEMENT

Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blend-ed)	Session (Day/ Evening)
<b>FEBRUARY</b>					
Disaster Recover and Business Continuity Planning	22 - 24	\$350	Nadi	Online	Evening
Green Information and Communication Technology	15 - 16	\$385	Suva	Blend-ed	Day
<b>MARCH</b>					
ISO/IEC 20000-1:2018 - Information Technology — Service Management	6 - 8	\$250	Suva	F2F	Day

Green Information and Communication Technology	16 - 17	\$385	Nadi	Blended	Evening
<b>APRIL</b>					
ISO/IEC 27001 - Information Security Management Systems	18 - 20	\$250	Suva	F2F	Day
<b>MAY</b>					
ISO/IEC 20000-1:2018 - Information Technology — Service Management	10 - 12	\$250	Nadi	Online	Evening
Microsoft Project for Managers	15 - 16	\$330	Suva	F2F	Day
ISO/IEC 27001 - Information Security Management Systems	24 - 26	\$250	Nadi	Online	Evening
ISO/IEC 20000-1:2018 - Information Technology — Service Management	23 - 25	\$250	Naceva	F2F	Day
<b>JUNE</b>					
Microsoft Project for Managers	5 - 8	\$330	Nadi	Online	Evening
Designing Blueprints and Schemas using Microsoft Visio	19 - 22	\$198	Nadi	F2F	Evening
<b>JULY</b>					
ISO/IEC 20000-1:2018 - Information Technology — Service Management	11 - 13	\$250	Suva	F2F	Day
Green Information and Communication Technology	26 - 28	\$385	Nadi	Online	Evening
<b>AUGUST</b>					
ISO/IEC 27001 - Information Security Management Systems	22 - 24	\$250	Suva	F2F	Day
<b>SEPTEMBER</b>					
ISO/IEC 20000-1:2018 - Information Technology — Service Management	20 - 22	\$250	Nadi	Online	Evening
Green Information and Communication Technology	28 - 29	\$385	Nadi	Online	Evening

<b>OCTOBER</b>					
Disaster Recover and Business Continuity Planning	11 - 13	\$350	Nadi	Online	Evening
Microsoft Project for Managers	19 - 20	\$330	Naceva	F2F	Day
ISO/IEC 27001 - Information Security Management Systems	25 - 27	\$250	Nadi	Online	Evening
<b>NOVEMBER</b>					
Disaster Recovery and Business Continuity Planning	14 - 17	\$350	Online	Online	Evening
<b>DECEMBER</b>					
Microsoft Project for Managers	4 - 5	\$330	Suva	F2F	Day

<b>INFORMATION / CYBER SECURITY</b>					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blended)	Session (Day/ Evening)
<b>MARCH</b>					
Ethical Hacking for Beginners	15 - 17	\$250	Nadi	F2F	Day
<b>MAY</b>					
IT Security Awareness	4 - 5	\$198	Nadi	Online	Evening
<b>JUNE</b>					
IT Security Awareness	5 - 6	\$198	Naceva	F2F	Day
<b>OCTOBER</b>					
IT Security Awareness	5 - 6	\$198	Nadi	Online	Evening
<b>NOVEMBER</b>					
Ethical Hacking for Beginners	22 - 24	\$250	Nadi	F2F	Day
<b>DECEMBER</b>					
Ethical Hacking for Beginners	11 - 13	\$250	Online	Online	Day
<b>NETWORKING &amp; CLOUD TECHNOLOGIES</b>					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blended)	Session (Day/ Evening)
<b>FEBRUARY</b>					
Windows Server Administration	6 - 17	\$495	Nadi	Online	Evening

APRIL					
IP Addressing and Subnetting	3 - 7	\$275	Naceva	F2F	Evening
Fundamentals of Switching and Routing	10 - 14	\$605	Naceva	F2F	Evening
Introduction to Internet of Things	13 - 14	\$180	Nadi	Online	Evening
Windows Server Administration	17 - 21	\$495	Naceva	F2F	Day
MAY					
IP Addressing and Subnetting	4 - 5	\$275	Nadi	F2F	Day
Fundamentals of Virtualization	8 - 12	\$495	Naceva	F2F	Day
JUNE					
Fundamentals of Virtualization	19 - 30	\$495	Naceva	F2F	Evening
Introduction to Internet of Things	20 - 21	\$180	Suva	Blended	Day
JULY					
Wireless Networking for SOHO (Small Office/Home Office)	3 - 7	\$198	Naceva	F2F	Evening
Wireless Networking for SOHO (Small Office/Home Office)	6 - 7	\$198	Nadi	F2F	Day
AUGUST					
Fundamentals of Virtualization	10 - 16	\$495	Nadi	F2F	Evening
SEPTEMBER					
Fundamentals of Switching and Routing	4 - 8	\$605	Naceva	F2F	Evening
Fundamentals of IT Cloud Based Services	14 - 15	\$198	Nadi	Blended	Evening
Windows Server Administration	18 - 22	\$495	Naceva	F2F	Evening
NOVEMBER					
Fundamentals of Virtualization	13 - 17	\$495	Naceva	F2F	Day
Introduction to Internet of Things	16 - 17	\$180	Nadi	Blended	Evening
IP Addressing and Subnetting	23 - 24	\$275	Nadi	F2F	Evening
DECEMBER					
Fundamentals of IT Cloud Based Services	4 - 5	\$198	Naceva	F2F	Day
Introduction to Internet of Things	6 - 7	\$180	Nadi	Online	Day

Windows Server Administration	11 - 15	\$495	Naceva	F2F	Day
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OFFICE PRODUCTIVITY					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/Online/Blended)	Session (Day/Evening)
JANUARY					
Computers at Beginners Level	2 - 13	\$275	Online	Online	Evening
Computers at Beginners Level	9 - 13	\$275	Suva	F2F	Day
Computers at Beginners Level	16 - 20	\$275	Naceva	F2F	Day
Computers at Intermediate Level	23 - 27	\$314	Naceva	F2F	Day
Computing Skills for Academics	24 - 26	\$385	Suva	F2F	Day
Microsoft Office Excel - Foundation	27	\$99	Nadi	Blended	Evening
FEBRUARY					
Computers at Beginners Level	6 - 10	\$275	Suva	F2F	Day
Essentials of Office Computing	6 - 17	\$550	Naceva	F2F	Day
Computers at Intermediate Level	20 - 24	\$314	Suva	F2F	Day
Computers at Intermediate Level	20 - Mar 3	\$314	Nadi	Online	Evening
Microsoft Office Excel - Intermediate	23 - 24	\$160	Nadi	Blended	Evening
MARCH					
Microsoft Office Excel - Foundation	16	\$99	Suva	F2F	Day
Computers at Advanced Level	20 - 31	\$385	Nadi	F2F	Evening
Digital Literacy for Farming and Agriculture	22 - 24	\$250	Nadi	Online	Evening
Microsoft Office Excel - Advanced	23 - 24	\$160	Nadi	Blended	Evening
APRIL					
Computers at Intermediate Level	3 - 13	\$314	Suva	F2F	Day
Computers at Beginners Level	17 - 28	\$275	Nadi	Online	Evening
Microsoft Office Excel - Intermediate	20 - 21	\$160	Suva	F2F	Day

Microsoft Office Excel - Intermediate	25 - 26	\$160	Naceva	F2F	Day
Design and Develop Databases	27 - 28	\$495	Nadi	F2F	Day
<b>MAY</b>					
Digital Literacy for Farming and Agriculture	8 - 9	\$250	Naceva	F2F	Day
Computers at Intermediate Level	15 - 26	\$314	Nadi	Blend-ed	Evening
Microsoft Office Excel - Foundation	18 - 19	\$99	Nadi	Online	Evening
Computers at Advanced Level	22 - 26	\$385	Suva	F2F	Day
<b>JUNE</b>					
Microsoft Office Excel - Advanced	8 - 9	\$160	Suva	F2F	Day
Computers at Advanced Level	12 - 23	\$385	Nadi	Blend-ed	Evening
Essentials of Office Computing	12 - 23	\$550	Lauto-ka	F2F	Day
<b>JULY</b>					
Computing Skills for Academics	3 - 7	\$385	Nadi	Blend-ed	Evening
Microsoft Office Word - Foundation	6	\$99	Suva	F2F	Day
Microsoft Office PowerPoint - Intermediate	10 - 11	\$99	Naceva	Online	Evening
Computers at Beginners Level	10 - 14	\$275	Suva	F2F	Day
Microsoft Office Excel - Intermediate	17 - 20	\$160	Nadi	Online	Evening
<b>AUGUST</b>					
Microsoft Office Outlook	3 - 4	\$160	Nadi	F2F	Evening
Microsoft Office Excel - Intermediate	7 - 8	\$160	Naceva	F2F	Day
Microsoft Office Word - Intermediate	10	\$99	Suva	F2F	Day
Microsoft Office Excel - Advanced	24 - 25	\$160	Nadi	Online	Day
Microsoft Office Excel - Advanced	25 - 26	\$160	Naceva	F2F	Day
<b>SEPTEMBER</b>					
Computers at Intermediate Level	4 - 22	\$314	Nadi	Online	Evening
Computers at Beginners Level	18 - 22	\$275	Naceva	F2F	Evening

Microsoft Office Word - Advanced	21	\$99	Suva	F2F	Day
<b>OCTOBER</b>					
Essentials of Office Computing	2 - 13	\$550	Naceva	F2F	Day
Compting Skills for Medical Professional	9 - 13	\$550	Suva	F2F	Day
Helpdesk Support Skills	16 - 20	\$275	Naceva	F2F	Day
<b>NOVEMBER</b>					
Computing Skills for Academics	6 - 10	\$385	Nadi	Blend-ed	Evening
Microsoft Office Outlook	6 - 10	\$160	Nadi	Online	Evening
Computing Skills for Academics	20 - 24	\$385	Naceva	Blend-ed	Day
<b>DECEMBER</b>					
Digital Literacy for Farming and Agriculture	7 - 8	\$250	Nadi	Online	Evening
Microsoft Office Visio	12 - 13	\$160	Suva	F2F	Day
Compting Skills for Medical Professional	18 - 22	\$550	Suva	F2F	Day

## Department of Executive Management

Course Name	Train- ing Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blended)	Session (Day/ Evening)
<b>JANUARY</b>					
Leadership for Managerial Success	10 - 11	\$330	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
Communication and Report Writing Skills	12 - 13	\$165			
CV Writing and Mock Interview	17 - 18	\$165			
Customer Service Excellence: A New Service Paradigm	19 - 20	\$275			
Training of Trainers Module 1	23 - 27	\$825	Naceva	F2F	Day

FEBRUARY					
Customer Complaints Management	2 - 03	\$275	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
Training of Trainers Module 1: Instructional Skills	6 - 10	\$825	Nabua	F2F	Day
Transforming Performance with Effective Communication	13 - 14	\$275	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
Strategic Leadership & Management	15 - 16	\$352	Naceva/ Nadi/ Nabua/ Labasa	F2F / Online / Blended	Day
Training of Trainers Module 1: Instructional Skills	20 - 24	\$825	Labasa	F2F	Day
Effective Business Writing Skills	27 - 28	\$275	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
MARCH					
Professional Development for Office Administrators, Secretaries & Personal Assistants (PA)	1 - 2	\$242	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
Training of Trainers Module 2	6 - 10	\$825	Naceva	F2F	Day
Training of Trainers Module 2: Systematic Approach to Training	13 - 17	\$385	Nabua	F2F	Day
Creative Sales Negotiation Skills	20 - 21	\$275	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
Training of Trainers Module 1: Instructional Skills	27 - 31	\$825	Nadi	F2F	Day
APRIL					
Customer Complaints Management	3 - 4	\$275	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
Training of Trainers Module 3: Training System in Fiji	5 - 06	\$385	Nabua	F2F	Day
Communication and Report Writing Skills	11 - 12	\$165	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
Customer Service Excellence: A New Service Paradigm	13 - 14	\$275	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
Effective Business Writing Skills	17 - 18	\$275	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day

Transforming Performance with Effective Communication	19 - 20	\$275	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
Certificate of Attainment in Human Resource Management	24 July - 4 Aug	\$1,804	Naceva/ Nadi/ Nabua/ Labasa	Online	Evening
Training of Trainers Module 4: Evaluation of Training	26 - 28	\$495	Nabua	F2F	Day
MAY					
Training of Trainer's Module 2 - Systematic Approach to Training	1 - 5	\$825	Nadi	F2F	Day
Training of Trainer's Module 2 - Systematic Approach to Training	1 - 5	\$825	Naceva	F2F / Online / Blended	Day
Professional Development for Office Administrators, Secretaries & Personal Assistants (PA)	8 - 9	\$242	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
Training of Trainer's Module 2 - Systematic Approach to Training	15 - 19	\$825	Labasa	F2F	Day
CV Writing and Mock Interview	22 - 23	\$165	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
Leadership, Management & Supervisory Skills	24 - 25	\$330	Naceva/ Nadi/ Nabua/ Labasa	F2F / Online / Blended	Day
Developing Public Speaking Skills	29 - 30	\$275	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
JUNE					
Training of Trainer's Module 3 - Training Systems in Fiji	1 - 2	\$385	Nadi	F2F	Day
Effective Management Skills	5 - 6	\$330	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
Customer Service Excellence: A New Service Paradigm	8 - 9	\$275	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
Training of Trainers Module 1: Instructional Skills	12 - 16	\$825	Nabua	F2F	Day

Training of Trainer's Module 3 - Training Systems in Fiji	14 - 15	\$385	Naceva	F2F / Online / Blended	Day
Creative Sales Negotiation Skills	19 - 20	\$275	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
Transforming Performance with Effective Communication	21 - 22	\$275	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
Leadership for Managerial Success	26 - 27	\$330	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
Training of Trainer's Module 4 - Evaluation of Training	28 - 30	\$495	Nadi	F2F	Day
<b>JULY</b>					
Professional Development for Office Administrators, Secretaries & Personal Assistants (PA)	3 - 4	\$242	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
Communication and Report Writing Skills	6 - 7	\$165	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
Training of Trainer's Module 4 - Evaluation of Training	11 - 13	\$495	Naceva	F2F	Day
Training of Trainer's Module 3 - Training Systems in Fiji	13 - 14	\$385	Labasa	F2F	Day
Creative Sales Negotiation Skills	17 - 18	\$275	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
Customer Complaints Management	20 - 21	\$275	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
Training of Trainer's Module 2 - Systematic Approach to Training	24 - 28	\$825	Nabua	F2F	Day
<b>AUGUST</b>					
Effective Business Writing Skills	1 - 2	\$275	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
Developing Public Speaking Skills	3 - 4	\$275	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
Training of Trainer's Module 1 - Instructional Skills Workshop	7 - 15	\$825	Nadi	F2F	Evening

Training of Trainer's Module 4 - Evaluation of Training	9 - 11	\$495	Labasa	F2F	Day
Training of Trainers Module 1: Instructional Skills	21 - 29	\$825	Nabua	F2F	Evening
Communication and Report Writing Skills	30 - 31	\$165	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
<b>SEPTEMBER</b>					
Professional Development for Office Administrators, Secretaries & Personal Assistants (PA)	4 - 5	\$242	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
Training of Trainer's Module 1 - Instructional Skills Workshop	11 - 15	\$825	Nadi	F2F	Day
Training of Trainer's Module 2 - Systematic Approach to Training	11 - 15	\$825	Nadi	F2F	Day
Training of Trainer's Module 2 - Systematic Approach to Training	18 - 22	\$825	Nabua	F2F	Day
Developing Public Speaking Skills	25 - 26	\$275	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
Business Communication & Report Writing	28 - 29	\$275	Naceva/ Nadi/ Nabua/ Labasa	F2F / Online / Blended	Day
<b>OCTOBER</b>					
Creative Sales Negotiation Skills	3 - 4	\$275	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
CV Writing and Mock Interview	4 - 5	\$165	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
Achieving Leadership Success Through People	6	\$220	Naceva	F2F	Day
Training of Trainer's Module 3 - Training Systems in Fiji	12 - 13	\$385	Nabua	F2F	Day
Communication and Report Writing Skills	16 - 17	\$165	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
Customer Complaints Management	19 - 20	\$275	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
Effective Management Skills	23 - 24	\$330	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day

Training of Trainer's Module 3 - Training Systems in Fiji	25 -26	\$385	Nadi	F2F	Day
Training of Trainer's Module 4 - Evaluation of Training	25 -27	\$495	Nabua	F2F	Day
<b>NOVEMBER</b>					
Effective Business Writing Skills	1 - 2	\$275	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
Creative Sales Negotiation Skills	6 - 7	\$275	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
Customer Service Excellence: A New Service Paradigm	9 - 10	\$275	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
Transforming Performance with Effective Communication	15 - 16	\$275	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
Training of Trainer's Module 4 - Evaluation of Training	20 -22	\$495	Nadi	F2F	Day
Leadership for Managerial Success	27 -28	\$330	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
CV Writing and Mock Interview	23 -24	\$165	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
<b>DECEMBER</b>					
Training of Trainer's Module 1 - Instructional Skills Workshop	4 - 08	\$825	Nadi	F2F	Day
Customer Complaints Management	14 - 15	\$275	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day
Effective Business Writing Skills	11 - 12	\$275	Naceva/ Nadi/ Nabua	F2F / Online / Blended	Day

# Department of Automotive and Mechanical Engineering Industry Training

## LIGHT AUTOMOTIVE

Course Name	Train- ing Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blended)	Session (Day/ Evening)
<b>FEBRUARY</b>					
Computer Fundamentals & Applications	6 - 14	\$198	Narere/ Naceva	FTF / Online / Blended	Day
Automotive Workshop Safety (OH & S)	6 - 23	\$165			Evening
Workplace Communication & Ethics	16 - 24	\$198			Day
Trade Calculation Fundamentals	28 - 8 March	\$198			Day
Engine Principles	21 - 6 March	\$165			Evening
<b>MARCH</b>					
Two Stroke Engines	8 - 21	\$165	Narere/ Naceva	FTF/ Online/ Blended	Evening
Automotive Workshop Safety	10 - 20	\$198			Day
Workshop Practices	21 - 4 April	\$330			Day
Lubricating Systems	23 - 5 April	\$165			Evening
<b>APRIL</b>					
Cooling System Service & Repair	11 - 24	\$165	Narere/ Naceva	FTF / Online / Blended	Evening
Automotive Industry environmental standard and Regulations	6 - 14	\$165			Day
Automotive Mechanical, Hydraulic and Pneumatic Principles	20 - 26	\$165			Day
Inspect & Repair Engine Force Induction Systems	26 - 9 May	\$165			Evening
Automotive Engine Principles	28 - 4 May	\$165			Day
<b>MAY</b>					
Two Stroke Engines	10 - 16	\$165	Narere/ Naceva	FTF / Online / Blended	Day
Light Vehicle Fuel System/ Carburetor/ EFI service and repair	11 - 24	\$165	Narere/ Naceva	FTF / Online / Blended	Evening



Lubricating Systems	15 -23	\$165	Narere/ Naceva	FTF / Online / Blended	Day
Engine Trouble-shooting	27 - 3 Jul	\$165			Evening
Cooling System service and Repair	27 - 10 Jul	\$165			Day
<b>JUNE</b>					
Inspect & Repair Engine Force Induction Systems	7- 13	\$165	Narere/ Naceva	FTF / Online / Blended	Day
Engine Overhaul & measurement	12 -23	\$165			Evening
Light Vehicle Fuel System	15 -23	\$165			Day
Engine Trouble-shooting	27 - 3 July	\$165			Day
Manual Transmission and Clutch Systems Service & Repair	27 -10 July	\$165			Evening
<b>JULY</b>					
Engine Overhaul & Measurement	8 -14	\$165	Narere/ Naceva	FTF / Online / Blended	Day
Automatic Transmission service & Repair	13 - 26	\$165			Evening
Clutch Systems Service & Repair	20 - 26	\$165			Day
Manual Transmission Service & Repair	28- 3 Aug	\$165			Day
Suspension System Service & Repair	28 - 10 Aug	\$165			Evening
<b>AUGUST</b>					
Automatic Transmission service & Repair	8 -14	\$165	Narere/ Naceva	FTF / Online / Blended	Day
Final Drive and Differential Service and Repair	11 -24	\$165			Evening
Suspension System Service & Repair	18 - 24	\$165			Day
Steering Systems Service and Repair	29 -11 Sep	\$165			Evening
Final Drive and Differential Service and Repair	30 - 5 Sep	\$165			Day
<b>SEPTEMBER</b>					
Steering System Service & repair	12 -18	\$165	Narere/ Naceva	FTF / Online / Blended	Day
Wheel Alignment and Tires	13 -26	\$165	Narere/ Naceva		Evening

Wheel Alignment & Tires	22 -29	\$165	Narere/ Naceva		Day
Hydraulic Brake Service and Repair	29 -13 Oct	\$165	Narere/ Naceva		Evening
<b>OCTOBER</b>					
Hydraulic Brake Service & Repair	3- 9	\$165	Narere/ Naceva	FTF / Online / Blended	Day
Automotive Battery and Safety	12 -18	\$165	Narere/ Naceva		Day
Vehicle Periodic Maintenance	17 -30	\$165	Narere/ Naceva		Evening
Vehicle Periodic Maintenance	24 -30	\$165	Narere/ Naceva		Day
<b>NOVEMBER</b>					
Automotive Electrical Principles	1 -7	\$165	Narere/ Naceva	FTF / Online / Blended	Day
Gas Fuel Systems	9 -16	\$165			Day
Engineering Science for Automotive Technician	20 -28	\$198			Day
Engineering Drawing for Automotive Trade	30 - 8 Dec	\$198			Day
Automotive Electrical Principles	1 -15	\$198			Evening

<b>HEAVY AUTOMOTIVE</b>					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blended)	Session (Day/ Evening)
<b>FEBRUARY</b>					
Automotive Workshop Safety (OH & S)	6 - 17	\$198	Narere/ Naceva	F2F / Online / Blended	Evening
Computer Fundamentals & Applications	6 - 14	\$198			Day
Workplace Communication & Ethics	16 - 24	\$198			Day
Trade Calculation Fundamentals	28 - 8 March	\$198			Day
Diesel Engine Fundamentals	21 - 6 March	\$198			Evening
<b>MARCH</b>					
2-stroke Engine Principles	8 -21	\$165	Narere/ Naceva	F2F/ Online/ Blended	Evening
Automotive Workshop Safety	10 - 20	\$198			Day
Workshop Practices	21 - 4 April	\$330			Day
Lubrication System	23 - 5 April	\$165			Evening

APRIL					
Cooling System Service & Repair	11 -24	\$165	Narere/ Naceva	F2F / Online / Blended	Evening
Workshop Tools & Equipment	6 -18	\$198			Day
Bearings, Seals, Gaskets, Sealants & Adhesives	20 -26	\$165			Day
Exhaust and Induction System Service & Repair	26 -9 May	\$165			Evening
Diesel Engine Fundamentals	28 - 8 May	\$198			Day
MAY					
Diesel Injection Pump & Injector Service	11 - 24	\$165	Narere/ Naceva	F2F / Online / Blended	Evening
2-stroke Engine Principles	10 -16	\$165			Day
Lubrication System	18 -24	\$165			Day
Diesel Engine Fault Diagnosis and Tuning	26 -8 June	\$165			Evening
Cooling System Service & Repair	26 - 6 June	\$165	Narere/ Naceva	F2F / Online / Blended	Day
JUNE					
Exhaust and Induction System Service & Repair	7- 13	\$165	Narere/ Naceva	F2F / Online / Blended	Day
Diesel Engine Overhaul	12 -23	\$165			Evening
Diesel Injection Pump & Injector Service	15 -23	\$165			Day
Diesel Engine Fault Diagnosis and Tuning	27 - 5 July	\$165			Day
Clutch System Service & Repair	27 - 10 July	\$165			Evening
Engine Overhaul & Measurement	7 -17	\$165			Narere/ Naceva
Automatic Transmission service & Repair	12 -25	\$198	Evening		
Clutch Systems Service & Repair	19 -25	\$165	Day		
Manual Transmission Service & Repair	27 -4 Aug	\$165	Day		
Suspension System Service & Repair	27 -9 Aug	\$165	Narere/ Naceva	F2F / Online / Blended	Evening

AUGUST					
Automatic Transmission Service & Repair	8 -16	\$198	Narere/ Naceva	F2F / Online / Blended	Day
Drive Axles Service & Repair	11 -24	\$165			Evening
Suspension System Service & Repair	18 -28	\$165			Day
Steering System Service & Repair	29 - 11 Sep	\$198			Evening
Drive Axles Service & Repair	30 - 8 Sep	\$165			Day
SEPTEMBER					
Steering System Service & repair	12 -18	\$165	Narere/ Naceva	F2F / Online / Blended	Day
Wheel Alignment and Tires	13 -26	\$165			Evening
Wheel Alignment & Tires	22 -29	\$165			Day
Hydraulic Brake Service and Repair	29 -13 Oct	\$165			Evening
OCTOBER					
Brake System Fundamentals	3- 9	\$165	Narere/ Naceva	F2F / Online / Blended	Day
Air Brake Servicing	12 -20	\$198			Day
Vehicle Periodic Maintenance	17 -30	\$165	Narere/ Naceva	F2F / Online / Blended	Evening
Vehicle Periodic Maintenance	24 -30	\$165			Day
NOVEMBER					
Fundamentals of Electricity	1 -7	\$165	Narere/ Naceva	F2F / Online / Blended	Day
Fundamentals of Electricity	1 - 15	\$165			Evening
Hydraulic Fundamentals and Applications	9 - 16	\$165			Day

AUTOMOTIVE ELECTRICAL ELECTRONICS					
Course Name	Train- ing Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blended)	Session (Day/ Evening)
JANUARY					
Automotive Electrical & Electronics Principles	26-31	\$198	Narere	F2F/ Online/ Blended	Day
FEBRUARY					
Starting System	3-9	\$198	Narere	F2F/ Online/ Blended	Day
Automotive Electrical & Electronics Principles	3-24	\$198			Evening

Ignition System	14-18	\$198	Narere	F2F/ Online/ Blended	Day
Charging System	23/2-1/3	\$198			Day
<b>MARCH</b>					
Vehicle Electronics System	7-11	\$198	Narere	F2F/ Online/ Blended	Day
Starting System	7-24	\$198			Evening
Electronic Ignition System	16-22	\$198			Day
Electronic Fuel Injection	25-31	\$198			Day
<b>APRIL</b>					
Engine Management	4-8	\$198	Narere	F2F/ Online/ Blended	Day
Vehicle Instrumentation System	20-26	\$198			Day
<b>MAY</b>					
Ignition System	10-31	\$198	Narere	F2F/ Online/ Blended	Evening
Automotive Air Conditioning	10-16	\$198			Day
ABS Brakes	19-25	\$198			Day
Vehicle Accessories System	30/5-3/6	\$198			Day
<b>JUNE</b>					
Charging System	6-24	\$198	Narere	F2F/ Online/ Blended	Evening
Vehicle Wiring System	8-14	\$198			Day
Hybrid Electric Vehicle System	17-21	\$385	Narere	F2F/ Online/ Blended	Day
Hybrid Electric Vehicle Battery Service	22-24	\$385			Day
<b>JULY</b>					
Automotive Electrical & Electronics Principles	5-11	\$198	Narere	F2F/ Online/ Blended	Day
Vehicle Electronics System	5-21	\$198			Evening
Starting System	14-20	\$198			Day
Ignition System	25-29	\$198			Day
<b>AUGUST</b>					
Charging System	3-9	\$198	Narere	F2F/ Online/ Blended	Day
Electronic Ignition System	3-31	\$198			Evening
Vehicle Electronics System	29/8-2/9	\$198			Day
<b>SEPTEMBER</b>					
Electronic Fuel Injection	12-29	\$198	Narere	F2F/ Online/ Blended	Evening
Electronic Ignition System	12-16	\$198			Day
Electronic Fuel Injection	21-27	\$198			Day
Engine Management	30/9-6/10	\$198			Day

<b>OCTOBER</b>					
Engine Management	3-20	\$198	Narere	F2F/ Online/ Blended	Evening
Vehicle Instrumentation System	12-17	\$198			Day
Automotive Air Conditioning	20-31	\$198			Day
<b>NOVEMBER</b>					
ABS Brakes	3-9	\$198	Narere	F2F/ Online/ Blended	Day
Hybrid Electric Vehicle System	3-10	\$385			Evening
Hybrid Electric Vehicle Battery Service	14-22	\$385			Evening
Vehicle Accessories System	14-18	\$198			Day
Vehicle Wiring System	23-29	\$198			Day
Hybrid Electric Vehicle System	28/11-2/12	\$385			Day
<b>DECEMBER</b>					
Hybrid Electric Vehicle Battery Service	5-9	\$385	Narere	F2F/ Online/ Blended	Day

<b>WELDING &amp; FABRICATION</b>					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blended)	Session (Day/ Evening)
<b>FEBRUARY</b>					
Workshop & Welding Safety	6 - 14	\$198	Narere/ Naceva/ Labasa	F2F / Online / Blended	Day
Workshop & Welding Safety	6 - 23	\$198			Evening
Gas Welding-Mild Steel	27- Mar 15	\$187			Evening
Welding & Fabrication Level 1	17- Mar 30	\$660			Day
<b>MARCH</b>					
Arc Welding Technology 1	20 - April 6	\$187	Narere/ Naceva/ Labasa	F2F/ Online/ Blended	Evening
<b>APRIL</b>					
Computer Fundamentals	5 - 17	\$198	Narere/ Naceva/ Labasa	F2F / Online / Blended	Day
Arc Welding Technology 2	11 - May 1	\$187			Evening
Welding and Fabrication Level 2	20 - May 31	\$660	Narere/ Naceva/ Labasa	F2F / Online / Blended	Day
<b>MAY</b>					
MIG Welding Mild Steel	2 - 22	\$220	Narere/ Naceva/ Labasa	F2F / Online / Blended	Evening
MIG Welding Aluminium	23 - Jun 12	\$220			Evening

JUNE					
Workplace Communication & Ethics	5 - 13	\$198	Narere/ Naceva/ Labasa	F2F / Online / Blended	Day
MIG Welding Stainless	13 - Jul 3	\$220			Evening
Welding Calculation	15 - 23	\$198			Day
Gas Welding & Cutting	26 - Jul 4	\$187			Day
JULY					
TIG Welding	4 - 24	\$242	Narere/ Naceva/ Labasa	F2F / Online / Blended	Evening
Brazing & Soldering	6 - 14	\$187			Day
Arc Welding Technology 1	17 - 25	\$187			Day
High Pressurized Pipe Welding	25 - Aug 14	\$242			Evening
Arc Welding Technology 2	27 - Aug 4	\$187			Day
AUGUST					
MIG Welding Mild Steel	14 - 22	\$220	Narere/ Naceva/ Labasa	F2F / Online / Blended	Day
Welding Calculation	15 - Sep 4	\$198			Evening
MIG Welding Aluminum	24 - 31	\$220			Day
SEPTEMBER					
MIG Welding Stainless Steel	4 - 13	\$220	Narere/ Naceva/ Labasa	F2F / Online / Blended	Day
Engineering Drawing	5 - 26	\$198			Evening
Fabrication Techniques	27 - Oct 19	\$187			Evening
TIG Welding	18-26	\$242			Day
OCTOBER					
High Pressurized Pipe Welding	3 - 12	\$242	Narere/ Naceva/ Labasa	F2F / Online / Blended	Day
Engineering Drawing	16 - 24	\$198			Day
Non-Destructive Testing	23 - Nov 9	\$198			Evening
Fabrication Techniques	30 - Nov 7	\$198			Day
NOVEMBER					
Non-Destructive Testing	14 - 22	\$198	Narere/ Naceva/ Labasa	F2F / Online / Blended	Day

MAINTENANCE & DIAGNOSTICS					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blended)	Session (Day/ Evening)
FEBRUARY					
Apply Basic Meat Works Industry Skills	01 - 03	\$200	Narere	F2F / Online / Blended	Day
Basic Fitting & Machining	06 - 17	\$330			Day
Computer Fundamental & Application	20 - 27	\$198			Day
MARCH					
Mech. Engineering Drawing & Interpretation	28 Feb - 07	\$165	Narere	F2F/ Online/ Blended	Day
Introduction to CAD	08 - 14	\$275			Day
Precision Measurement & Inspection Technique	15 - 24	\$330			Day
Basic Tribology	27 - 31	\$220			Day
Doggers & Riggers	06 - 21	\$220			Evening
APRIL					
Doggers & Riggers	11 - 17	\$352	Narere	F2F/ Online/ Blended	Day
Engine Maintenance/ Diagnostics & Repair	18 - 24	\$352			Day
Basic Fitting & Machining	22 Mar - 09 May	\$352			Evening
MAY					
Mechanical Science	01- 08	\$198	Narere	F2F/ Online/ Blended	Day
Heat Engines	09 -15	\$275			Day
Engineering Calculation	16 -24	\$198			Day
Applied Engineering Materials	25 -01 Jun	\$198			Day
Industrial Pumps 1	01 - 23	\$330			Evening
JUNE					
Workplace Communication & Ethics	05 - 13	\$198	Narere	F2F / Online / Blended	Day
Basic Craft Practice	14 - 27	\$330			Day
Industrial Pumps 2	29 - 15	\$330			Evening
Hydraulic Power System	19 -06 Jul	\$220			Evening
JULY					
Apply Basic Meat Works Industry Skills	03 - 05	\$220	Narere	F2F / Online / Blended	Day

Computer Fundamental & Application	07 - 14	\$198	Narere	F2F / Online / Blended	Day
Basic Fitting & Machining	17 - 28	\$330			Day
Pneumatic Power Systems	10 - 25	\$275			Evening
<b>AUGUST</b>					
Mech. Engineering Drawing & Interpretation	31 Jul - 04	\$165	Narere	F2F / Online / Blended	Day
Introduction to CAD	07 - 11	\$275			Day
Precision Measurement & Inspection Technique	14 - 23	\$330			Day
Machine Installation & Commissioning	07 - 24	\$330			Evening
<b>SEPTEMBER</b>					
Basic Tribology	04 - 08	\$220	Narere	F2F/ Online/ Blended	Day
Doggers & Riggers	11 - 15	\$220			Day
Engine Maintenance/ Diagnostics & Repair	18 - 22	\$275			Day
Mechanical Science	25 - 02 Oct	\$198			Day
Machining Processes	6 - 9	\$220			Evening
<b>OCTOBER</b>					
Heat Engines	03-09	\$275	Narere	F2F / Online / Blended	Day
Engineering Calculation	16-24	\$198	Narere	F2F / Online / Blended	Day
Applied Engineering Materials	25-01 Nov	\$198			Day
Care & Maintenance of Bearings	03-26	\$220			Evening
<b>NOVEMBER</b>					
Workplace Communication & Ethics	03-10	\$198	Narere	F2F / Online / Blended	Day
Basic Craft Practice	14-27	\$330			Day
Apply Basic Meat Works Industry Skills	29-30	\$200			Day
Basic Boiler Operation	06 - 17	\$770			Evening
<b>DECEMBER</b>					
Apply Basic Meat Works Industry Skills	04-06	\$200	Narere	F2F / Online / Blended	Day

<b>AUTOCAD</b>					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blended)	Session (Day/ Evening)
<b>FEBRUARY</b>					
Fundamentals of Computer Aided Design Module 1	6 - 10	\$275	Narere/ Naceva	F2F/ Online/ Blended	Day
Fundamentals of Computer Aided Design Module 2	13 - 17	\$275			Day
Fundamentals of Computer Aided Design Module 3	20 - 24	\$275			Day
2 Dimensional Design Module 1	27 - 03	\$330			Day
Fundamentals of Computer Aided Design	6 - 23	\$550			Evening
<b>MARCH</b>					
2 Dimensional Design Module 2	6 - 10	\$330	Narere/ Naceva	F2F/ Online/ Blended	Day
2 Dimensional Design Module 3	13 - 17	\$330			Day
3 Dimensional Design Module 1	20 - 24	\$385			Day
3 Dimensional Design Module 2	27 - 31	\$385			Day
2 Dimensional Design	6 - 23	\$660			Evening
<b>APRIL</b>					
3 Dimensional Design Module 3	3 - 7	\$385	Narere/ Naceva	F2F/ Online/ Blended	Day
Fundamentals of Computer Aided Design Module 1	17 - 21	\$275			Day
Fundamentals of Computer Aided Design Module 2	24 - 28	\$275			Day
3 Dimensional Design	3 - 20	\$770			Evening
<b>MAY</b>					
Fundamentals of Computer Aided Design Module 3	1 - 5	\$275	Narere/ Naceva	F2F/ Online/ Blended	Day
2 Dimensional Design Module 1	8 - 12	\$330			Day
2 Dimensional Design Module 2	15 - 19	\$330			Day
2 Dimensional Design Module 3	22 - 26	\$330			Day

JUNE					
3 Dimensional Design Module 1	5 - 9	\$385	Narere/ Naceva	F2F/ Online/ Blended	Day
3 Dimensional Design Module 2	12 - 16	\$385			Day
3 Dimensional Design Module 3	19 - 23	\$385			Day
Fundamentals of Computer Aided Design	5 - 22	\$550			Evening
JULY					
Fundamentals of Computer Aided Design Module 1	3 - 7	\$275	Narere/ Naceva	F2F/ Online/ Blended	Day
Fundamentals of Computer Aided Design Module 2	10 - 14	\$275			Day
Fundamentals of Computer Aided Design Module 3	17 - 21	\$275			Day
2 Dimensional Design Module 1	24 - 28	\$330			Day
2 Dimensional Design Module 2	31 - 04	\$330			Day
2 Dimensional Design	3- 20	\$660			Evening
AUGUST					
2 Dimensional Design Module 3	7 - 11	\$330	Narere/ Naceva	F2F/ Online/ Blended	Day
3 Dimensional Design Module 1	14 - 18	\$385			Day
3 Dimensional Design Module 2	21 - 25	\$385	Narere/ Naceva	F2F/ Online/ Blended	Day
3 Dimensional Design Module 3	28 - 1	\$385			Day
3 Dimensional Design	7 - 24	\$770			Evening
SEPTEMBER					
Fundamentals of Computer Aided Design Module 1	11 - 15	\$275	Narere/ Naceva	F2F/ Online/ Blended	Day
Fundamentals of Computer Aided Design Module 2	18 - 22	\$275			Day
Fundamentals of Computer Aided Design Module 3	25 - 29	\$275			Day
Fundamentals of Computer Aided Design	4 - 21	\$550			Evening

OCTOBER					
2 Dimensional Design Module 1	2 - 6	\$330	Narere/ Naceva	F2F/ Online/ Blended	Day
2 Dimensional Design Module 2	9 - 13	\$330			Day
2 Dimensional Design Module 3	16 - 20	\$330			Day
3 Dimensional Design Module 1	23 - 27	\$385			Day
3 Dimensional Design Module 2	30 - 03	\$385			Day
2 Dimensional Design	2- 26	\$660			Evening
NOVEMBER					
3 Dimensional Design Module 3	10-Jun	\$385	Narere/ Naceva	F2F/ Online/ Blended	Day
3 Dimensional Design	6 - 24	\$770			Evening

REFRIGERATION AND AIR CONDITIONING					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blended)	Session (Day/ Evening)
FEBRUARY					
Refrigeration Fundamentals	6 - 21	\$198	Narere/ Naceva	F2F / Online / Blended	Evening
RAC Workplace Safety	13 - 21	\$198			Day
Trade Calculations Fundamentals	27 - Mar 7	\$198			Day
Refrigeration Procedures	22 - 09 Mar	\$165			Evening
MARCH					
Refrigerants	13 - 28	\$165	Narere/ Naceva	F2F/ Online/ Blended	Day
Refrigeration Fundamentals	13 - 21	\$198			Day
Refrigeration Procedures	27 -Apr 4	\$165			Day
Refrigeration System Components	29 - Apr 14	\$198			Evening
APRIL					
Workshop Craft Practice	11 - 24	\$330	Narere/ Naceva	F2F/ Online/ Blended	Day
Refrigerants	26 - May 4	\$165			Day
Fundamentals of Airconditioning	17 - May 2	\$198			Evening
MAY					
Dometic Refrigerators & Freezers	8 - 23	\$198	Narere/ Naceva	F2F / Online / Blended	Evening

Refrigeration System Components	8 - 16	\$198	Narere/ Naceva	F2F / Online / Blended	Day
Workplace Communication & Ethics	18 - 26	\$198			Day
Computer Fundamentals & Applications	29 - Jun 6	\$198			Day
Residential Air-Conditioning	24 - Jun 8	\$165			Evening
<b>JUNE</b>					
Electrical Motors & Circuits	12 - 27	\$198	Narere/ Naceva	F2F / Online / Blended	Evening
Electrical Principles	8 - 16	\$198			Day
Fundamentals of Air Conditioning	19 - 27	\$198			Day
Domestic Refrigerators & Freezers	29 - Jul 7	\$165			Day
Refrigeration System Operation	28 - Jul 13	\$198			Evening
<b>JULY</b>					
Refrigerants Control	17 - Aug 01	\$165	Narere/ Naceva	F2F / Online / Blended	Evening
Residential Air-Conditioning	10 - 18	\$165			Day
Electric Motors and Circuits	20 - 28	\$198			Day
Refrigeration System Operation	31 - Aug 8	\$198			Day
<b>AUGUST</b>					
Installation	2 - 17	\$198	Narere/ Naceva	F2F / Online / Blended	Evening
Refrigerants Control	10 - 18	\$165			Day
Installation	21 - 29	\$198			Day
Systems Controls	31 - Sep 8	\$198			Day
Systems Controls	21 - Sep 5	\$198			Evening
<b>SEPTEMBER</b>					
Ventilation	11 - 26	\$165	Narere/ Naceva	F2F / Online / Blended	Evening
Ventilation	11 - 19	\$165			Day
Air Conditioning Systems	21 - Oct 2	\$165			Day
Air Conditioning Systems	28 - Oct 17	\$165			Evening
<b>OCTOBER</b>					
Air Conditioning Controls	18 - Nov 2	\$165	Narere/ Naceva	F2F / Online / Blended	Evening
Air Conditioning Controls	4 - 13	\$165			Day
Capillary Systems	16 - 24	\$165			Day

Cool Rooms/ Freezer Rooms	30 - Nov 7	\$165	Narere/ Naceva	F2F / Online / Blended	Day
<b>NOVEMBER</b>					
Maintenance & Service of Comfort & Process Cool	14 - 22	\$198	Narere/ Naceva	F2F / Online / Blended	Day
Capillary Systems	6 - 22	\$165			Evening
Cool Rooms/ Freezer Rooms	23 - Dec 8	\$165			Evening
<b>DECEMBER</b>					
Maintenance & Service of Comfort & Process Cool	11 - 22	\$198	Narere/ Naceva	F2F / Online / Blended	Evening

## Department of Construction Engineering Industry Training

### PLUMBING

Course Name	Train- ing Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blended)	Session (Day/ Evening)
<b>JANUARY</b>					
Water Fitters Intermediate Level	23 - 3/2	\$165	Naceva/ Narere	F2F/ Online/ Blended	Evening
<b>FEBRUARY</b>					
Plumbing & Sheet Metal Workplace Safety	6 - 14	\$198	Naceva/ Narere	F2F/ Online/ Blended	Day
Computer Fundamentals	15 - 23	\$198	Naceva/ Narere	F2F/ Online/ Blended	Day
Read Plans and Calculates Plumbing Quantities	27 - 3/3	\$165	Naceva/ Narere	F2F/ Online/ Blended	Day
Water Fitters Supervisory Level	6 - 17	\$165	Naceva/ Narere	F2F/ Online/ Blended	Evening
Install and Fit off Sanitary Fixtures	20 - 3/3	\$166			Evening
<b>MARCH</b>					
Use Plumbing Hand and Power Tools	6 - 10	\$165	Naceva/ Narere	F2F/ Online/ Blended	Day
Introduction to Welding Oxy-Acetylene Gas	13 - 21	\$198			Day
Introduction to Oxy Fuel Cutting	21 - 30	\$198			Day

Fundamentals of Arc Welding	31 - 6/4	\$198	Naceva/ Narere	F2F/ Online/ Blended	Day
Marking Out of Plumbing Materials	6 - 17	\$165			Evening
Cut and Join Sheet Metal	20 - 31	\$166			Evening
<b>APRIL</b>					
Erect and Dismantle Restricted Height Scaffolding	17 - 21	\$198	Naceva/ Narere	F2F/ Online/ Blended	Day
Set Out and Install Water Services	24 - 28	\$198			Day
Read Plans and Calculates Plumbing Quantities	3 - 14	\$165			Evening
Fabricate and Install Roof Drainage Components	17 - 28	\$198			Evening
<b>MAY</b>					
Install Water Mains Pipeline	1 - 5	\$198	Naceva/ Narere	F2F/ Online/ Blended	Day
Install and Adjust Water Service Controls Devices	8 - 12	\$198			Day
Install Water Pump Sets	15 - 19	\$198			Day
Fit and Commission Hot and Cold Water	21 - 26	\$198			Day
Green Plumbing	29 - 2/6	\$198			Day
Select and Install Roof Sheeting and Wall Cladding	1 - 12	\$198			Evening
Carry Out Levelling	15 - 26	\$165			Evening
Plan and Layout Residential Drainage	29 - 9/6	\$198			
<b>JUNE</b>					
Fabricate and Install Fire Hydrant and Hose Reel	5 - 9	\$198	Naceva/ Narere	F2F/ Online/ Blended	Day
Install Sprinkle System	12 - 16	\$198			Day
Carry Out Levelling	26 - 30	\$165			Day
Fit and Commission Hot and Cold Water	12 - 23	\$198			Evening
Green Plumbing	26 - 7/7	\$198			Evening

<b>JULY</b>							
Install Storm Water and Subsoil Drainage	3 - 7	\$198	Naceva/ Narere	F2F/ Online/ Blended	Day		
Install and Fit off Sanitary Fixtures	10 - 14	\$198			Day		
Plan and Layout Residential Drainage System	17 - 21	\$198			Day		
Pipe Layers	24 - 28	\$198			Day		
Fabricate and Install Fire Hydrant and Hose Reel	10 - 21	\$198			Evening		
Introduction to Welding Oxy-Acetylene Gas	24 - 4/8	\$198	Evening				
<b>AUGUST</b>							
Install Gas Piping Systems	7 - 11	\$198	Naceva/ Narere	F2F/ Online/ Blended	Day		
Install and Commission Type 'A' Gas Appliances	14 - 18	\$198			Day		
Marking Out of Plumbing Materials	21 - 25	\$165			Day		
Cut and Join Sheet Metal	28 - 1/9	\$165			Day		
Introduction to Oxy Fuel Cutting	7 - 18	\$198			Evening		
Fundamentals of Arc Welding	21 - 1/9	\$198			Evening		
<b>SEPTEMBER</b>							
Select and Install Roof Sheeting and Wall Cladding	4 - 8	\$198			Naceva/ Narere	F2F/ Online/ Blended	Day
Collect and Store Roof Water	11 - 15	\$165	Naceva/ Narere	F2F/ Online/ Blended	Day		
Marking out of Plumbing Material	4 - 15	\$165			Evening		
Cut and Join Sheet Metal	18 - 29	\$165			Evening		
<b>OCTOBER</b>							
Water Fitter Intermediate	2 - 13	\$165	Naceva/ Narere	F2F/ Online/ Blended	Evening		
Water Fitter Supervisory	16 - 27	\$165			Evening		
Install and Fit Off Sanitary Fixtures	30 - 10/11	\$198			Evening		



NOVEMBER					
Select and Install Roof Sheeting and Wall Cladding	13 - 24	\$198	Naceva/ Narere	F2F/ Online/ Blended	Evening
Carry Out Levelling	27 - 8/12	\$165			Evening
DECEMBER					
Plan and Layout Residential Drainage	11 - 22	\$198	Naceva/ Narere	F2F/ Online/ Blended	Evening

CARPENTRY					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blended)	Session (Day/ Evening)
JANUARY					
Safety Requirements for Construction Workplace	23 - 27	\$165	Narere/ Naceva	F2F/ Blended	Day
FEBRUARY					
Trade Calculation for Builders	6 - 10	\$165	Narere/ Naceva	F2F/ Blended	Day
Read and Interpret Construction Plans	13 - 17	\$165			Day
Hand and Power Tools Operation	20 - 24	\$165			Day
Setout and Mark Building	27 - 7 March	\$200			Day
MARCH					
Timber Floor and Wall Construction	9 - 17	\$198	Narere/ Naceva	F2F/ Online	Day
Safety Requirements for Construction Workplace	13 - 28	\$165	Narere/ Naceva	F2F/ Blended	Evening
Window and Door Construction	20 - 24	\$165	Narere/ Naceva	F2F/ Blended	Day
Construct Timber Roof Structure	27 - 4 April	\$198	Narere/ Naceva	F2F/ Online	Day
APRIL					
Trade Calculation for Builders	3 - 21	\$165	Narere/ Naceva	F2F/ Blended	Evening
Construct Timber Stairs	13 - 21	\$198	Narere/ Naceva	F2F/ Online	Day
Carry Out Levelling	24 - 28	\$165	Narere/ Naceva	F2F/ Blended	Day
Read and Interpret Construction Plans	24 - 12 May	\$165			Evening

MAY					
Formwork to Simple Concreting	1 - 9	\$198	Narere/ Naceva	F2F/ Blended	Day
Hand and Power Tools Operation	16 - 31	\$165	Narere/ Naceva	F2F/ Online	Evening
Carry out excavation	11 - 19	\$198	Narere/ Naceva	F2F/ Blended	Day
Erect and Dismantle Restricted Height Scaffold	22 - 26	\$198			Day
Fabricate and place reinforcing steel for basic construction	29 - 2 June	\$198			Day
JUNE					
Carry Out Levelling	1 - 16	\$165	Narere/ Naceva	F2F/ Online	Evening
Concreting to Simple Forms	5 - 9	\$198			Day
Prepare for block Laying	12- 20	\$198			Day
Window and Door Construction	19- 5 July	\$165	Narere/ Naceva	F2F/ Blended	Evening
Prepare for solid plastering	26 - 30	\$198			Day
JULY					
Fix for Plasterboard	3 - 7	\$165	Narere/ Naceva	F2F/ Blended	Day
Finish Plasterboard	10 - 14	\$165			Day
Timber Floor and Wall Construction	10 - 31	\$198			Evening
Painting module I	17 - 21	\$165			Day
Painting module II	24 - 28	\$165			Day
AUGUST					
Construct Timber Roof Structure	1 - 23	\$198	Narere/ Naceva	F2F/ Blended	Evening
Lay Floor Tiles	4 - 10	\$165	Narere/ Naceva	F2F/ Online	Day
Lay Wall tiles	11 - 17	\$165	Narere/ Naceva	F2F/ Blended	Day
Lay Decorative tiles	18 - 24	\$165			Day
Tiling Curved Surfaces	25 - 31	\$165			Day
SEPTEMBER					
Formwork to Simple Concreting	5 - 29	\$198	Narere/ Naceva	F2F/ Online	Evening
Safety Requirements for Construction Workplace	8 - 14	\$165			Day
Trade Calculation for Builders	15 - 21	\$165			

Read and Interpret Construction Plans	22 - 29	\$165	Narere/Naceva	F2F/Blended	Day
<b>OCTOBER</b>					
Hand and Power Tools Operation	2 - 6	\$165	Narere/Naceva	F2F/Blended	Day
Setout and Mark Building	12 - 20	\$200			
Timber Floor and Wall Construction	23 - 31	\$198			
<b>NOVEMBER</b>					
Window and Door Construction	6 - 10	\$165	Narere/Naceva	F2F/Blended	Day
Construct Timber Roof Structure	16 - 24	\$198	Narere/Naceva	F2F/Online	Day
<b>DECEMBER</b>					
Construct Timber Stairs	1 - 8	\$198	Narere/Naceva	F2F/Blended	Day
Carry Out Levelling	11 - 15	\$165			

<b>CABINET MAKING &amp; JOINERY</b>					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/Online/Blended)	Session (Day/Evening)
<b>FEBRUARY</b>					
Workplace Safety	6 - 14	\$198	Narere/Naceva	F2F/Blended	Day
Trade test assessment Preparatory	13 - 22	\$120	Narere/Naceva	F2F/Online	Evening
Workplace Communication & Ethics	17 - 27	\$198	Narere/Naceva	F2F/Blended	Day
Use carpentry/joiner/cabinet making hand tools	27 Feb - 8 Mar 23	\$120	Narere/Naceva	F2F/Online	Evening
<b>MARCH</b>					
Trade Calculations Fundamentals 1	2 - 10	\$198	Narere/Naceva	F2F/Blended	Day
Plan and organize work	13 - 22	\$120	Narere/Naceva	F2F/Online	Evening
Computer Fundamentals & Applications	15 - 23	\$198	Narere/Naceva	F2F/Blended	Day
Plan Reading for Cabinet Makers and Joiners	27 - 4 April	\$198			
Prepare and assemble cabinet and joinery components	27 Mar - 5 Apr	\$120	Narere/Naceva	F2F/Online	Evening

<b>APRIL</b>					
Hand and Portable Power Tools	11 - 17	\$165	Narere/Naceva	F2F/Blended	Day
Carry out measurements and calculations	11 - 20	\$120	Narere/Naceva	F2F/Online	Evening
Introduction to Woodwork Static Machines	20 - 1 May	\$220	Narere/Naceva	F2F/Blended	Day
Use carpentry/joiner/Cabinet making static machines	24 - 3 May	\$120	Narere/Naceva	F2F/Online	Evening
<b>MAY</b>					
Timber Selection for Furniture Making	4 - 12	\$220	Narere/Naceva	F2F/Blended	Day
Basic Furniture Making	15 - 23	\$198			
Plan and organize work	8 - 17	\$120	Narere/Naceva	F2F/Online	Evening
Fabricate assembled carpentry/joinery/cabinet components	22 - 31	\$120			
Kitchen Fitment and Fittings	26 - 7 June	\$242	Narere/Naceva	F2F/Blended	Day
<b>JUNE</b>					
Wall Cabinet Furniture Making	12 - 21	\$220	Narere/Naceva	F2F/Blended	Day
Carry out measurements and calculations	5 - 14	\$120	Narere/Naceva	F2F/Online	Evening
Furniture Job Specification	26 - 4 Jul 23	\$198	Narere/Naceva	F2F/Blended	Day
Basic Furniture Making	26 - 21 Jul	\$198	Narere/Naceva	F2F/Online	Evening
<b>JULY</b>					
Laminate, Press Top Furniture	7 - 14	\$198	Narere/Naceva	F2F/Blended	Day
Estimate and Cost Job	17 - 24	\$198			
Kitchen Fitment and Fittings	24 - 28 Aug	\$242	Narere/Naceva	F2F/Online	Evening
Apply Furniture Finishing	27 - 4 Aug	\$198	Narere/Naceva	F2F/Blended	Day
<b>AUGUST</b>					
Door And Window Construction	7 - 17	\$308	Narere/Naceva	F2F/Blended	Day
Joinery Design & Craftsmanship	21 - 1 Sep	\$308			

SEPTEMBER					
Trade test assessment Preparatory	4 - 6	\$120	Narere/ Naceva	F2F/ Online	Day
Wall Cabinet Furniture Making	4- 5 Oct	\$220			Evening
OCTOBER					
Plan Reading for Cabinet Makers and Joiners	2 - 11 Oct	\$198	Narere/ Naceva	F2F/ Blended	Day
Hand and Portable Power Tools	16 - 20 Oct	\$165			
Door And Window Construction	11 Oct - 16 Nov	\$308	Narere/ Naceva	F2F/ Online	Evening
Introduction to Woodwork Static Machines	23 Oct - 1 Nov	\$220	Narere/ Naceva	F2F/ Blended	Day
NOVEMBER					
Basic Furniture Making	6 - 15 Nov 23	\$198	Narere/ Naceva	F2F/ Blended	Day
Estimate and Cost Job	20 Nov - 12 Dec 23	\$198	Narere/ Naceva	F2F/ Blended	Evening
Kitchen Fitment and Fittings	20 - 30 Nov 23	\$242			Day
DECEMBER					
Wall Cabinet Furniture Making	4 - 13 Dec 23	\$220	Narere/ Naceva	F2F/ Blended	Day

## Department of Electrical & Electronics Engineering Industry Training

Course Name	Train- ing Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blend- ed)	Session (Day/ Evening)
FEBRUARY					
Computing Fundamentals & Applications	6 - 14	\$198	Narere/ Naceva	F2F	Day
Electrical Wireman's Module I	13 - May 4	\$550	Narere/ Naceva	F2F	Evening
Workplace Communication & Ethics	16 - 24	\$198	Narere/ Naceva	F2F	Day
MARCH					
Workshop & Electrical Safety	1 - 9	\$198	Narere/ Naceva	F2F	Day
Workshop Craft Practice	14 - 27	\$330	Narere/ Naceva	F2F	Day
Computing Fundamentals & Applications	27 - Apr 4	\$198	Narere/ Naceva	F2F	Day
Trade Calculations	30 - April 11	\$198	Narere/ Naceva	F2F	Day
APRIL					
Electrical Wireman's Module I	4 - Jun 22	\$550	Narere/ Naceva	F2F	Evening
Workplace Communication & Ethics	6 - 18	\$198	Narere/ Naceva	F2F	Day
Electrical Wireman's Module I	14 - May 11	\$550	Narere/ Naceva	F2F	Day
Workshop & Electrical Safety	24 - 2 May	\$198	Narere/ Naceva	F2F	Day
MAY					
Workshop Craft Practice	4 - 17	\$330	Narere/ Naceva	F2F	Day
Electrical Wireman's Module II	15 - Aug 2	\$550	Narere/ Naceva	F2F	Evening
Electrical Schematic Drawing & Interpretation	16 - 24	\$198	Narere/ Naceva	F2F	Day
Trade Calculations	22 - 30	\$198	Narere/ Naceva	F2F	Day
Electrical Wireman's Module II	29 - June 23	\$550	Narere/ Naceva	F2F	Day



JUNE					
Electrical Wireman's Module I	5 - 30	\$550	Narere/Naceva	F2F	Day
Computing Fundamentals & Applications	19 - 27	\$198	Narere/Naceva	F2F	Day
Workplace Communication & Ethics	29 - Jul 7	\$198	Narere/Naceva	F2F	Day
Electrical Wireman's Module III	29 - July 26	\$550	Narere/Naceva	F2F	Day
Electrical Wireman's Module II	30 - Sep 20	\$550	Narere/Naceva	F2F	Evening
JULY					
Electrical Schematic Drawing & Interpretation	5 - 13	\$198	Narere/Naceva	F2F	Day
Workshop & Electrical Safety	12 - 20	\$198	Narere/Naceva	F2F	Day
Electrical Wireman's Module II	17 - Aug 11	\$550	Narere/Naceva	F2F	Day
Workshop Craft Practice	24 - Aug 4	\$330	Narere/Naceva	F2F	Day
Maintenance Planning Fundamentals	31 - Aug 8	\$198	Narere/Naceva	F2F	Day
AUGUST					
Trade Calculations	9 - 17	\$198	Narere/Naceva	F2F	Day
Electrical Wireman's Module III	10 - Nov 6	\$550	Narere/Naceva	F2F	Evening
Protection System & Devices	14 - 22	\$198	Narere/Naceva	F2F	Day
Electrical Wireman's Module III	16 - Sep 13	\$550	Narere/Naceva	F2F	Day
Electrical Wireman's Module I	23 - Sep 20	\$550	Narere/Naceva	F2F	Day
Solar PV Principles & Applications	28 - Sep 5	\$198	Narere/Naceva	F2F	Day
SEPTEMBER					
Planning & Estimation of Electrical Installations	8 - 18	\$198	Narere/Naceva	F2F	Day
Maintenance Planning Fundamentals	18 - 26	\$198	Narere/Naceva	F2F	Day
Electronics for Electricians	20 - 29	\$308	Narere/Naceva	F2F	Day
Electrical Schematic Drawing & Interpretation	25 - Oct 4	\$198	Narere/Naceva	F2F	Day

Electrical Wireman's Module III	28 - Dec 19	\$550	Narere/Naceva	F2F	Evening
OCTOBER					
Protection System & Devices	3 - 12	\$198	Narere/Naceva	F2F	Day
Motor Starter & Control Technology	5 - 17	\$308	Narere/Naceva	F2F	Day
Electrical Wireman's Module II	11 - Nov 7	\$550	Narere/Naceva	F2F	Day
Solar PV Principles & Applications	16 - 24	\$198	Narere/Naceva	F2F	Day
Automation Technology Principles & Applications	19 - 30	\$308	Narere/Naceva	F2F	Day
Planning & Estimation of Electrical Installations	26 - Nov 3	\$198	Naceva	F2F	Day
Electronics for Electricians	26 - Nov 6	\$198	Narere	F2F	Day
NOVEMBER					
Motor Rewinding Module I	2 - 10	\$198	Narere/Naceva	F2F	Day
Motor Starter & Control Technology	8 - 20	\$308	Naceva	F2F	Day
Automation Technology Principles & Applications	9 - 21	\$308	Narere	F2F	Day
Electrical Wireman's Module III	14 Nov - Dec 11	\$550	Narere/Naceva	F2F	Day
Motor Rewinding Module II	16 - 29	\$308	Narere/Naceva	F2F	Day
Planning & Estimation of Electrical Installations	23 - Dec 1	\$308	Narere	F2F	Day
Electronics for Electricians	23 - Dec 4	\$308	Naceva	F2F	Day
DECEMBER					
Power Generation & Control	4 - 12	\$198	Narere/Naceva	F2F	Day
Motor Starter & Control Technology	6 - 15 Dec	\$308	Narere	F2F	Day
Automation Technology Principles & Applications	7 - 18 Dec	\$308	Naceva	F2F	Day

INDUSTRIAL AUTOMATION					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blended)	Session (Day/ Evening)
<b>FEBRUARY</b>					
Introduction to Programmable Logic Controller	21 - Mar 31	\$440	Narere	F2F	Evening
<b>MARCH</b>					
Computer Fundamentals & Applications	13 - 21	\$198	Narere	F2F	Day
Workplace & Electrical Safety	23 - 31	\$198	Narere	F2F	Day
<b>APRIL</b>					
Workshop Craft Practice	3 - 18	\$330	Narere	F2F	Day
Introduction to SCADA Configuration	11 - May 23	\$440	Narere	F2F	Evening
Trade Calculations Fundamentals	24 - May 2	\$198	Narere	F2F	Day
<b>MAY</b>					
Power Electronics	4 - 15	\$308	Narere	F2F	Day
Workplace Communication & Ethics	18 - 26	\$198	Narere	F2F	Day
Electrical Principles	29 - Jun 9	\$308	Narere	F2F	Day
Advanced Programmable Logic Controllers	30 - Jun 29	\$385	Narere	F2F	Evening
<b>JUNE</b>					
Analogue Electronics	14 - 23	\$264	Narere	F2F	Day
Digital Electronics	28 - Jul 7	\$253	Narere	F2F	Day
<b>JULY</b>					
Advanced SCADA Configuration	4 - Aug 4	\$385	Narere	F2F	Evening
Pneumatic Power Systems	12 - 21	\$308	Narere	F2F	Day
Process Control Instrumentation I	26 - Aug 8	\$308	Narere	F2F	Day
<b>AUGUST</b>					
Process Control Instrumentation II	14 - 23	\$275	Narere	F2F	Day
Process Control Instrumentation III	28 - Sep 1	\$198	Narere		Day

SEPTEMBER					
Electrical Schematic Drawing & Interpretation	6 - 15	\$198	Narere	F2F	Day
Introduction to Programmable Logic Controller	20 - Oct 4	\$440	Narere	F2F	Day
<b>OCTOBER</b>					
Introduction to SCADA Configuration	9 - 23	\$440	Narere	F2F	Day
Advanced Programmable Logic Controllers	26 - Nov 6	\$385	Narere	F2F	Day
<b>NOVEMBER</b>					
Advanced SCADA Configuration	9 - 21	\$385	Narere	F2F	Day
Automation Project Design	27 - Dec 6	\$385	Narere	F2F	Day

# DIVISION OF PRODUCTIVITY AND CONSULTANCY

## Department of National Productivity & Industry Innovation

### ACCOUNTING AND FINANCE

Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blend-ed)	Session (Day/ Evening)
<b>FEBRUARY</b>					
Enhance Inventory Management & Control	9 - 10	\$275	Lautoka	F2F	Day
Enhance Inventory Management & Control	22 - 23	\$275	Suva	F2F	Day
<b>MARCH</b>					
Finance for Non-Finance Managers	8 - 9	\$275	Suva	F2F	Day
Finance for Non-Finance Managers	22 - 23	\$275	Lautoka	F2F	Day
<b>APRIL</b>					
Managing Accounts Receivables & Collection Strategies	13 - 14	\$275	Nadi	F2F	Day
Managing Accounts Receivables & Collection Strategies	19 - 20	\$275	Suva	F2F	Day
<b>MAY</b>					
Managing Accounts Payables, Vendor Performance & Control Compliance	11 - 12	\$275	Lautoka	F2F	Day
Managing Accounts Payables, Vendor Performance & Control Compliance	17 - 18	\$275	Suva	F2F	Day
<b>JUNE</b>					
Detect and Investigate Financial Fraud	7 - 8	\$275	Suva	F2F	Day

Detect and Investigate Financial Fraud	22 - 23	\$275	Nadi	F2F	Day
<b>JULY</b>					
Enhance Inventory Management & Control	1 - 31	\$275	Zoom	Blend-ed	Evening
<b>AUGUST</b>					
Finance for Non-Finance Managers	1 - 31	\$275	Zoom	Blend-ed	Evening
<b>SEPTEMBER</b>					
Managing Accounts Receivables & Collection Strategies	1 - 30	\$275	Zoom	Blend-ed	Evening
<b>OCTOBER</b>					
Managing Accounts Payables, Vendor Performance & Control Compliance	1 - 31	\$275	Zoom	Blend-ed	Evening
<b>NOVEMBER</b>					
Detect and Investigate Financial Fraud	1 - 30	\$275	Zoom	Blend-ed	Evening

### FOOD SAFETY

Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blend-ed)	Session (Day/ Evening)
<b>JANUARY</b>					
Food Handlers Training	1 - 31	\$242	Zoom	Blend-ed	Evening
Food Handlers Training	30 - 31	\$242	Suva	F2F	Day
<b>FEBRUARY</b>					
Food Handlers Training	1 - 28	\$242	Zoom	Blend-ed	Evening
<b>MARCH</b>					
Food Handlers Training	1 - 31	\$242	Zoom	Blend-ed	Evening
Lead Auditor – ISO 22000 2018 Food Safety Management Systems	27 - 31	\$850	Suva	F2F	Day
<b>APRIL</b>					
Food Handlers Training	1 - 30	\$242	Zoom	Blend-ed	Evening

MAY					
Food Handlers Training	1 - 31	\$242	Zoom	Blend-ed	Evening
JUNE					
Food Handlers Training	1 - 30	\$242	Zoom	Blend-ed	Evening
JULY					
Food Handlers Training	1 - 31	\$242	Zoom	Blend-ed	Evening
Food Handlers Training	20 - 21	\$242	Nadi	F2F	Day
AUGUST					
Food Handlers Training	1 - 31	\$242	Zoom	Blend-ed	Evening
SEPTEMBER					
Food Handlers Training	1 - 30	\$242	Zoom	Blend-ed	Evening
Lead Auditor – ISO 22000 2018 Food Safety Management Systems	25 - 29	\$850	Nadi	F2F	Day
OCTOBER					
Food Handlers Training	1 - 31	\$242	Zoom	Blend-ed	Evening
NOVEMBER					
Food Handlers Training	1 - 30	\$242	Zoom	Blend-ed	Evening
DECEMBER					
Food Handlers Training	1 - 31	\$242	Zoom	Blend-ed	Evening

GREEN PRODUCTIVITY					
Course Name	Train-ing Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blend-ed)	Session (Day/ Evening)
JANUARY					
Environmental Regulations and Compliance	1 - 31	\$275	Zoom	Blend-ed	Evening
FEBRUARY					
Environmental Regulations and Compliance	1 - 28	\$275	Zoom	Blend-ed	Evening
Integrated Waste Management	27 - 28	\$275	Lauto-ka	F2F	Day
MARCH					
Environmental Regulations and Compliance	1 - 31	\$275	Zoom	Blend-ed	Evening

APRIL					
Environmental Regulations and Compliance	1 - 30	\$275	Zoom	Blend-ed	Evening
MAY					
Environmental Regulations and Compliance	1 - 31	\$275	Zoom	Blend-ed	Evening
Environmental Regulations and Compliance	30 - 31	\$275	Lauto-ka	F2F	Day
JUNE					
Environmental Regulations and Compliance	1 - 30	\$275	Zoom	Blend-ed	Evening
JULY					
Environmental Regulations and Compliance	1 - 31	\$275	Zoom	Blend-ed	Evening
AUGUST					
Environmental Regulations and Compliance	1 - 31	\$275	Zoom	Blend-ed	Evening
Integrated Waste Management	28 - 29	\$275	Suva	F2F	Day
SEPTEMBER					
Environmental Regulations and Compliance	1 - 30	\$275	Zoom	Blend-ed	Evening
OCTOBER					
Environmental Regulations and Compliance	1 - 31	\$275	Zoom	Blend-ed	Evening
NOVEMBER					
Environmental Regulations and Compliance	1 - 30	\$275	Zoom	Blend-ed	Evening
Environmental Regulations and Compliance	29 - 30	\$275	Suva	F2F	Day
DECEMBER					
Environmental Regulations and Compliance	1 - 31	\$275	Zoom	Blend-ed	Evening

OCCUPATIONAL HEALTH AND SAFETY					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blend-ed)	Session (Day/ Evening)
<b>JANUARY</b>					
Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members	18 - 20	\$275	Suva	F2F	Day
Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members	25 - 27	\$275	Nadi	F2F	Day
<b>FEBRUARY</b>					
Basic Security Guards Training	2 - 3	\$165	Lauto-ka	F2F	Day
Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members	8 - 10	\$275	Lauto-ka	F2F	Day
Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members	15 - 17	\$275	Labasa	F2F	Day
Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members	22 - 24	\$275	Suva	F2F	Day
<b>MARCH</b>					
Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members	8 - 10	\$275	Nadi	F2F	Day
Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members	15 - 17	\$275	Suva	F2F	Day

Working at Height Safety	22	\$165	Lauto-ka	F2F	Day
OHS Module III - Apply Knowledge of OHS Legislation at the Workplace	23 - 24	\$275	Suva	F2F	Day
Undertake Manual Handling at the Workplace	24	\$165	Lauto-ka	F2F	Day
Traffic Controller	29	\$300	Lauto-ka	F2F	Day
Occupational Health and Safety Modules I & II Refresher Training	31	\$220	Suva	F2F	Day
<b>APRIL</b>					
Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members	4 - 6	\$275	Ba	F2F	Day
Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members	12 - 14	\$275	Suva	F2F	Day
Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members	19 - 21	\$275	Suva	F2F	Day
Safe Handling and Use of Chemicals	24 - 25	\$275	Nadi	F2F	Day
Fiji OHS Conference	28	\$300	Suva	F2F	Day
<b>MAY</b>					
Working in Confined Space	4 - 5	\$275	Lauto-ka	F2F	Day
Good Laboratory Practices	4 - 5	\$275	Suva	F2F	Day
OHS Module IV - Apply Occupational Hygiene & OHS Risk Management at the Workplace	11 - 12	\$330	Suva	F2F	Day



Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members	17 - 19	\$275	Nadi	F2F	Day
Working at Height Safety	25	\$165	Suva	F2F	Day
Working in Confined Space	30 - 31	\$275	Suva	F2F	Day
<b>JUNE</b>					
OHS Module III - Apply Knowledge of OHS Legislation at the Workplace	1 - 2	\$275	Lautoka	F2F	Day
Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members	7 - 9	\$275	Lautoka	F2F	Day
Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members	14 - 16	\$275	Suva	F2F	Day
OHS Module V - Develop and Implement an OHS Management System (ISO 45001 :2018)	22 - 23	\$330	Suva	F2F	Day
<b>JULY</b>					
Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members	5 - 7	\$275	Nadi	F2F	Day
OHS Module VI - Conduct Internal Audit of an OHS Management System (ISO 45001 :2018)	13 - 14	\$330	Suva	F2F	Day
OHS Module IV - Apply Occupational Hygiene & OHS Risk Management at the Workplace	19 - 20	\$330	Lautoka	F2F	Day
Occupational Health and Safety Modules I & II Refresher Training	21	\$220	Suva	F2F	Day

<b>AUGUST</b>					
Working at Height Safety	2	\$165	Lautoka	F2F	Day
Working in Confined Space	3 - 4	\$275	Lautoka	F2F	Day
Implement a Work Permit System	15	\$165	Suva	F2F	Day
Implement a Work Permit System	18	\$165	Lautoka	F2F	Day
Basic Security Guards Training	24 - 25	\$165	Suva	F2F	Day
OHS Module V - Develop and Implement an OHS Management System (ISO 45001 :2018)	30 - 31	\$330	Lautoka	F2F	Day
<b>SEPTEMBER</b>					
Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members	13 - 15	\$275	Nadi	F2F	Day
Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members	20 - 22	\$275	Labasa	F2F	Day
OHS Module VI - Conduct Internal Audit of an OHS Management System (ISO 45001 :2018)	28 - 29	\$330	Lautoka	F2F	Day
<b>OCTOBER</b>					
OHS Modules I & II for Safety Representatives and Committee Members	4 - 6	\$275	Lautoka	F2F	Day
OHS Modules I & II for Safety Representatives and Committee Members	18 - 20	\$275	Suva	F2F	Day
Traffic Controller	25	\$300	Lautoka	F2F	Day
Undertake Manual Handling at the Workplace	27	\$165	Lautoka	F2F	Day

Safe Handling and Use of Chemicals	30 - 31	\$275	Suva	F2F	Day
<b>NOVEMBER</b>					
Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members	1 - 3	\$275	Ba	F2F	Day
Good Laboratory Practices	9 - 10	\$275	Lautoka	F2F	Day
Basic Security Guards Training	23 - 24	\$165	Lautoka	F2F	Day

<b>PROJECT MANAGEMENT</b>					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/Online/Blended)	Session (Day/Evening)
<b>MARCH</b>					
Project Scope and Time Management	1 - 31	\$330	Zoom	Blended	Evening
<b>APRIL</b>					
Project Cost Management	1 - 30	\$330	Zoom	Blended	Evening
<b>MAY</b>					
Project Risk and Quality Management	1 - 31	\$330	Zoom	Blended	Evening
<b>JUNE</b>					
Project Leadership	1 - 30	\$330	Zoom	Blended	Evening
<b>JULY</b>					
Microsoft Project for Managers	1 - 31	\$330	Zoom	Blended	Evening
Project Scope and Time Management	1 - 31	\$330	Zoom	Blended	Evening
<b>AUGUST</b>					
Project Cost Management	1 - 31	\$330	Zoom	Blended	Evening
<b>SEPTEMBER</b>					
Project Risk and Quality Management	1 - 30	\$330	Zoom	Blended	Evening
<b>OCTOBER</b>					
Project Leadership	1 - 31	\$330	Zoom	Blended	Evening
<b>NOVEMBER</b>					
Microsoft Project for Managers	1 - 30	\$330	Zoom	Blended	Evening

<b>QUALITY AND INNOVATION</b>					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/Online/Blended)	Session (Day/Evening)
<b>FEBRUARY</b>					
Organizing the Workplace using 5S Methodology	1 - 28	\$165	Zoom	Blended	Evening
<b>MARCH</b>					
Understanding and Implementing ISO 9001:2015 Quality Management Systems	1 - 31	\$385	Zoom	Blended	Evening
<b>APRIL</b>					
ISO9001:2015 Quality Management Systems Internal Auditing	1 - 30	\$330	Zoom	Blended	Evening
Fiji Management Development Program	17 - 21	\$850	Suva	F2F	Day
Fiji Management Development Program	24 - 28	\$850	Nadi	F2F	Day
<b>MAY</b>					
Measuring and Enhancing Firm Level Productivity	1 - 31	\$275	Zoom	Blended	Evening
Lead Auditor – ISO 9001:2015 Quality Management Systems	15 - 19	\$850	Nadi	F2F	Day
<b>JUNE</b>					
Manage Enterprise Risk	1 - 30	\$275	Zoom	Blended	Evening
Conversational Leadership	26 - 27	\$500	Nadi	F2F	Day
<b>JULY</b>					
Organizing the Workplace using 5S Methodology	6	\$165	Nadi	F2F	Day
Organizing the Workplace using 5S Methodology	13	\$165	Suva	F2F	Day
<b>AUGUST</b>					
Certified Manager of Quality and Excellence	7 - 18	\$850	Suva	F2F	Day

Certified Manager of Quality and Excellence	7 - 18	\$850	Nadi	F2F	Day
Understanding and Implementing ISO 9001:2015 Quality Management Systems	28 - 30	\$385	Lautoka	F2F	Day
<b>SEPTEMBER</b>					
Understanding and Implementing ISO 9001:2015 Quality Management Systems	11 - 13	\$385	Suva	F2F	Day
ISO9001:2015 Quality Management Systems Internal Auditing	21 - 22	\$330	Lautoka	F2F	Day
ISO9001:2015 Quality Management Systems Internal Auditing	28 - 29	\$330	Suva	F2F	Day
<b>OCTOBER</b>					
Lead Auditor – ISO 9001:2015 Quality Management Systems	16 - 20	\$850	Suva	F2F	Day
Measuring and Enhancing Firm Level Productivity	23 - 24	\$275	Nadi	F2F	Day
Measuring and Enhancing Firm Level Productivity	26 - 27	\$275	Suva	F2F	Day
<b>NOVEMBER</b>					
Manage Enterprise Risk	6 - 7	\$275	Nadi	F2F	Day
Manage Enterprise Risk	16 - 17	\$275	Suva	F2F	Day
<b>DECEMBER</b>					
Conversational Leadership	4 - 5	\$500	Suva	F2F	Day

## TAFE QUALIFICATIONS

### SEMESTER 1: JANUARY INTAKE

Advanced Diploma of Leadership and Management	n/a	\$3,000	Zoom	Blended	Evening
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### TRIMESTER 2: MAY INTAKE

Certificate IV in Work Health and Safety	n/a	\$3,500	Suva/Nadi	Blended	Day
Diploma of Project Management	n/a	\$6,000	Zoom	Blended	Day

### SEMESTER 2: JUNE INTAKE

Advanced Diploma of Leadership and Management	n/a	\$3,000	Zoom	Blended	Evening
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# Department of National Apprenticeship and Trade Testing

## NATIONAL TRADE TESTING SCHEME

Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blended)	Session (Day/ Evening)
<b>JANUARY</b>					
Chef III	2-3	\$200	Labasa	F2F	Day/ Evening
Baking and Patisserie III	4	\$200	Labasa	F2F	Day/ Evening
Electrician III	20-21	\$200	Narere	F2F	Day/ Evening
Plasterer III	26-27	\$200	Narere	F2F	Day/ Evening
Spray Painting III	27-28	\$200	Narere	F2F	Day/ Evening
Welding III	30-31	\$200	Labasa	F2F	Day/ Evening
<b>FEBRUARY</b>					
Chef III	16-17	\$200	Nadi	F2F	Day/ Evening
Panel Beating III	17-18	\$200	Narere	F2F	Day/ Evening
Plumber General III	17-18	\$200	Narere	F2F	Day/ Evening
Baking and Patisserie III	19-20	\$200	Nadi	F2F	Day/ Evening
Block Layer III	21-22	\$200	Narere	F2F	Day/ Evening
<b>MARCH</b>					
Welding III	13-14	\$200	Naceva	F2F	Day/ Evening
Wood Machinist III	15-16	\$200	Narere	F2F	Day/ Evening
Motor Vehicle Electrical Electronics III	16-17	\$200	Narere	F2F	Day/ Evening
Chef III	16-17	\$200	Nadi	F2F	Day/ Evening
Motor Vehicle Mechanic III	17-18	\$200	Narere	F2F	Day/ Evening

Electrician III	23-24	\$200	Naceva	F2F	Day/ Evening
Refrigeration & Airconditioning III	22-23	\$200	Naceva	F2F	Day/ Evening
<b>APRIL</b>					
Cabinet Maker III	4-5	\$200	Narere	F2F	Day/ Evening
Plumber General III	12-13	\$200	Naceva	F2F	Day/ Evening
Motor Vehicle Mechanic III	12-13	\$200	Naceva	F2F	Day/ Evening
Cabinet Maker III	20-21	\$200	Naceva	F2F	Day/ Evening
Joiner III	25	\$200	Naceva	F2F	Day
Fitter & Machinist III	27-28	\$200	Narere	F2F	Day/ Evening
Pipe Fitter III	28-29	\$200	Narere	F2F	Day/ Evening
Refrigeration & Airconditioning III	28-29	\$200	Narere	F2F	Day/ Evening
Joiner III	29	\$200	Narere	F2F	Day
<b>MAY</b>					
Motor Vehicle Mechanic II	3-4	\$300	Naceva	F2F	Day/ Evening
Plumber General II	3-4	\$300	Naceva	F2F	Day/ Evening
Welding III	04-05	\$200	Narere	F2F	Day/ Evening
Hand & Machine Typographer III	10-11	\$200	Narere	F2F	Day/ Evening
Carpenter General III	11-12	\$200	Narere	F2F	Day/ Evening
Letter Press Machinist III	17-18	\$200	Narere	F2F	Day/ Evening
Carpenter General III	25-26	\$200	Narere	F2F	Day/ Evening
Electrician II	26-27	\$300	Narere	F2F	Day/ Evening
Refrigeration & Airconditioning II	26-27	\$300	Narere	F2F	Day/ Evening
Baking and Patisserie III	26-27	\$200	Suva	F2F	Day/ Evening
<b>JUNE</b>					
Motor Vehicle Mechanic II	2-3	\$300	Narere	F2F	Day/ Evening

Chef III	02-03	\$200	Nasese	F2F	Day/ Evening
Joiner II	6-7	\$300	Narere	F2F	Day/ Evening
Baking and Patisserie III	9-10	\$200	Nadi	F2F	Day/ Evening
Plumber General II	9-10	\$300	Narere	F2F	Day/ Evening
Painter & Decorator III	13	\$200	Naceva	F2F	DAY
Fitter & Machinist II	13-14	\$300	Suva	F2F	Day/ Evening
Refrigeration & Airconditioning II	14-15	\$300	Naceva	F2F	Day/ Evening
Pipe Fitter II	14-15	\$300	Naceva	F2F	Day/ Evening
Joiner II	15-16	\$300	Naceva	F2F	Day/ Evening
Cabinet Maker II	21	\$300	Narere	F2F	Day
Heavy Diesel Mechanic Commercial II	23-24	\$300	Narere	F2F	Day/ Evening
Motor Vehicle Electrical Electronics III	23-24	\$200	Narere	F2F	Day/ Evening
Cabinet Maker II	30	\$300	Naceva	F2F	Day
<b>JULY</b>					
Carpenter General III	4-5	\$200	Narere	F2F	Day/ Evening
Welding II	7-8	\$300	Narere	F2F	Day/ Evening
Carpenter General III	13-14	\$200	Naceva	F2F	Day/ Evening
Cabinet Maker III	17	\$200	Labasa	F2F	Day
Painter & Decorator III	18	\$200	Labasa	F2F	Day
Motor Vehicle Mechanic III	18-19	\$200	Labasa	F2F	Day/ Evening
Motor Vehicle Mechanic II	18-19	\$300	Labasa	F2F	Day/ Evening
Plumber General III	18-19	\$200	Labasa	F2F	Day/ Evening
Plumber General II	18-19	\$300	Labasa	F2F	Day/ Evening
Block Layer III	19	\$200	Labasa	F2F	Day
Electrician III	19-20	\$200	Labasa	F2F	Day/ Evening

Refrigeration & Airconditioning III	19-20	\$200	Labasa	F2F	Day/ Evening
Refrigeration & Airconditioning II	19-20	\$300	Labasa	F2F	Day/ Evening
Electrician II	19-21	\$300	Labasa	F2F	Day/ Evening
Plasterer III	20	\$200	Labasa	F2F	Day
Carpenter General III	21	\$200	Labasa	F2F	Day
Welding II	21-22	\$300	Naceva	F2F	Day/ Evening
Heavy Diesel Mechanic Commercial II	25-26	\$300	Naceva	F2F	Day/ Evening
<b>AUGUST</b>					
Electronic Technician II	02-03	\$300	Narere	F2F	Day/ Evening
Chef II	08-09	\$300	Nasese	F2F	Day/ Evening
Carpenter General III	10-11	\$200	Narere	F2F	Day/ Evening
Electrician III	11-12	\$200	Narere	F2F	Day/ Evening
Motor Vehicle Electrical Electronics II	15-16	\$300	Narere	F2F	Day/ Evening
Joiner III	17-18	\$200	Narere	F2F	Day/ Evening
Refrigeration & Airconditioning III	18-19	\$200	Narere	F2F	Day/ Evening
Upholsterer III	18-19	\$200	Narere	F2F	Day/ Evening
Painter & Decorator III	22	\$200	Narere	F2F	Day/ Evening
Sheet Metal Worker III	22-23	\$200	Narere	F2F	Day/ Evening
Chef II	24-25	\$300	Nadi	F2F	Day/ Evening
Motor Vehicle Mechanic III	25-26	\$200	Narere	F2F	Day/ Evening
Plumber General III	25-26	\$200	Narere	F2F	Day/ Evening
Cabinet Maker III	29-30	\$200	Narere	F2F	Day/ Evening
<b>SEPTEMBER</b>					
Spray Painting II	1-2	\$300	Narere	F2F	Day/ Evening

Upholsterer II	1-2	\$300	Narere	F2F	Day/ Evening
Fitting & Machinist I	4-5	\$400	Narere	F2F	Day/ Evening
Lithographic offset Machine III	6-7	\$200	Narere	F2F	Day/ Evening
Carpenter General II	8-9	\$300	Narere	F2F	Day/ Evening
Heavy Diesel Mechanic Commercial I	11-12	\$400	Narere	F2F	Day/ Evening
Lithographic offset Machine II	13-14	\$300	Narere	F2F	Day/ Evening
Joiner II	15-16	\$300	Narere	F2F	Day/ Evening
Baking and Patisserie III	19-20	\$200	Labasa	F2F	Day/ Evening
Refrigeration & Airconditioning II	21-22	\$300	Narere	F2F	Day/ Evening
Plumber General II	21-22	\$300	Narere	F2F	Day/ Evening
Chef III	22-23	\$200	Labasa	F2F	Day/ Evening
Carpenter General I	22-23	\$400	Narere	F2F	Day/ Evening
Chef I	25-26	\$400	Nasese	F2F	Day/ Evening
Sheet Metal Worker II	29-30	\$300	Narere	F2F	Day/ Evening
Cabinet Maker II	29-30	\$300	Narere	F2F	Day/ Evening
Pipe Fitter III	29-30	\$200	Narere	F2F	Day/ Evening
<b>OCTOBER</b>					
Electronic Technician I	3-4	\$400	Narere	F2F	Day/ Evening
Plumber General I	6-7	\$400	Narere	F2F	Day/ Evening
Motor Vehicle Mechanic I	12-13	\$400	Narere	F2F	Day/ Evening
Refrigeration & Airconditioning III	19-20	\$200	Naceva	F2F	Day/ Evening
Plumber General III	19-20	\$200	Naceva	F2F	Day/ Evening

<b>NOVEMBER</b>					
Hand & Machine Typographer II	1-2	\$300	Narere	F2F	Day/ Evening
Letter Press Machinist II	8-9	\$300	Narere	F2F	Day/ Evening
Lithographic offset Machine I	15-16	\$400	Narere	F2F	Day/ Evening
Refrigeration & Airconditioning I	16-17	\$400	Narere	F2F	Day/ Evening
Electrician I	16-17	\$400	Narere	F2F	Day/ Evening
Electrician III	23-24	\$200	Narere	F2F	Day/ Evening
<b>DECEMBER</b>					
Panel Beating II	6-7	\$300	Narere	F2F	Day/ Evening
Pipe Fitter III	7-8	\$200	Narere	F2F	Day/ Evening
Plumber General III	14-15	\$200	Narere	F2F	Day/ Evening

## Department of Quality Awards

### PRODUCTIVITY PROGRAMMES

Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blended)	Session (Day/ Evening)
<b>FEBRUARY</b>					
5S National Certification Registration Opens	Feb 01	\$500		Face to Face / Online	Day
<b>MARCH</b>					
Lean 5S Training Improving Productivity at Workplace	Mar-02	\$220	Suva	F2F/ Online/ Blended	Day
Lean 5S Training Improving Productivity at Workplace	Mar-16	\$220	Lautoka/ Nadi	F2F/ Online/ Blended	Day
<b>APRIL</b>					
Team Excellence Application Opens (Virtual Team Meetings)	Apr-03			Online	Day/ Evening

Productivity Talk - Breakfast Session	TBA	\$85	Suva	F2F	Day
Lean 5S Training Improving Productivity at Workplace	Apr-13	\$220	Labasa/Fiji Wide	F2F/ Online/ Blended	Day
<b>MAY</b>					
Team Excellence Information Seminar	MAY 10-11	\$220	Suva	F2F / Online / Blended	Day
Team Excellence Information Seminar	May 24- 25	\$220	Nadi		
<b>JUNE</b>					
Productivity Measurement : Enhancing Productivity for Firms - Expert Trainer	TBA	\$750	Suva	F2F / Online / Blended	Day
Productivity Talk - Breakfast Session	TBA	\$85	Suva	F2F	Day
<b>JULY</b>					
Team Excellence Application Close (Virtual Team Meetings)	July 28			Online	Day
<b>AUGUST</b>					
Productivity Practitioners Program	Aug 10	\$220	Suva	F2F / Online / Blended	Online
Productivity Practitioners Program	Aug 24	\$220	Nadi		
<b>SEPTEMBER</b>					
Team Excellence Competition Site Visit	Sep 01 - 30		Fiji Wide	F2F	Day
<b>OCTOBER</b>					
Quality Conference & Team Excellence Competition	OCT 05	\$150	Suva	F2F	Day
<b>NOVEMBER</b>					
5S National Certification Registration Close	Nov- 24		Fiji Wide		

<b>FIJI BUSINESS EXCELLENCE AWARDS</b>					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (F2F/ Online/ Blended)	Session (Day/ Evening)
<b>JANUARY</b>					
Application Opens - Applicants	10-Jan				
Application Opens - Evaluators	10-Jan				
<b>FEBRUARY</b>					
Fiji Business Excellence Information Seminar	23 - 24 Feb	\$550	Suva		Day
<b>MARCH</b>					
Fiji Business Excellence Information Seminar	2 - 3 Mar	\$550	Nadi		Day
Fiji Business Excellence Awards Submission Writing	23 - 24 Mar	\$550	Suva		Day
Fiji Business Excellence Awards Submission Writing	30 - 31 Mar	\$550	Nadi		Day
<b>APRIL</b>					
Application Close - Applicants	6 Apr		Fiji Wide		
Application Close - Evaluators	6 Apr		Fiji Wide		
POR Meeting - Vetting & Approval of Applications	18 Apr		Suva		Day
Application Advice - Evaluators	19- Apr				
Application Advice - Applicants	19- Apr				
<b>MAY</b>					
Business Excellence Conference (Webinar)	11 - 19 May		Suva	Face-to-Face	Day
Written Submission Due	26 May				
<b>JUNE</b>					
Panel of Review Meeting	6 - 7		Suva	Face to Face	Day
Evaluator's Refresher Training	13 - 30		Suva	Face to Face	Day

JULY					
Evaluator's Consensus Meetings	1 - 30 Jul		Online	Online	Day/ Evening
Evaluation Window	31 Jul - 11 Aug		Fiji Wide	Face to Face	Day
AUGUST					
Panel of Review/TL Feedback Meeting	22 Aug		Suva	Face to Face	Day
Recognition Advice	23 Aug				
Team Leaders - 2023 Process Review	31 Aug		Fiji Wide	Online	Day
NOVEMBER					
Fiji Business Excellence Awards Night	3/4 Nov	\$350	Suva		Evening
Face to Face Feedback	7 - 24 Nov		Suva	Face-to-Face	Day
POR Meeting - 2023 Process Review	30 Nov		Online	Online	Day

FEBRUARY						
Reskill/ Retrain	Tavua	Household and Sanitary Plumbing	13 -24	25	\$499	
		Apply Domestic Electrical Installation Skills	13 -24	25	\$499	
		Screen Printing Artwork & Designs	13 -24	25	\$499	
		Application of Small Engine Repair	13 -24	25	\$499	
	Ba	Implement Solar Energy Installation & Maintenance	13 -24	25	\$499	
		Demonstrate Fiberglass Boat Repair Procedures	13 -24	25	\$499	
		Floristry Design & Techniques	13 -24	25	\$499	
		Garment Construction Techniques & Processes	13 -24	25	\$499	
	Reskill/ Retrain	Rakiraki	Block Laying	13 -24	25	\$499
			Basic Computing & Business Skills	13 -24	25	\$499
			Wooden House Construction	13 -24	25	\$499
	MARCH					
Reskill/ Retrain	Suva	Care Giver	13 -24	25	\$499	
		Cookery	13 -24	25	\$499	
		Baking & Patisserie	13 -24	25	\$499	
		Food & Beverage	13 -24	25	\$499	
	Nausori	Household and Sanitary Plumbing	13 -24	25	\$499	
		Apply Domestic Electrical Installation Skills	13 -24	25	\$499	
		Screen Printing Artwork & Designs	13 -24	25	\$499	
		Application of Small Engine Repair	13 -24	25	\$499	
		Implement Solar Energy Installation & Maintenance	13 -24	25	\$499	
	Lauto- ka	Demonstrate Fiberglass Boat Repair Procedures	13 -24	25	\$499	

# Community Based Non-Formal Education Training Schedule 2023

Sponsor Organization	Venue	Program	Training Dates	Participant No.s	Fees per Participant
JANUARY					
Public	Nadi	Care Giver	16 - 27	25	\$275
		Cookery	16 - 27	25	\$275
	Suva	Baking & Patisserie	16 - 27	25	\$275
		Food & Beverage	16 - 27	25	\$275
		Screen Printing Artwork & Designs	16 - 27	25	\$275
		Care Giver	16 - 27	25	\$275
	Labasa	Floristry Design & Techniques	16 - 27	25	\$275
		Garment Construction Techniques & Processes	16 - 27	25	\$275
		Care Giver	16 - 27	25	\$275



APRIL					
Reskill/ Retrain	Sa- vusavu	Care Giver	10 - 21	25	\$499
		Cookery	10 - 21	25	\$499
		Baking & Patisserie	10 - 21	25	\$499
		Food & Beverage	10 - 21	25	\$499
	Labasa Labasa	Household and Sanitary Plumbing	10 - 21	25	\$499
		Apply Domestic Electrical Installation Skills	10 - 21	25	\$499
		Wooden House Construction	10 - 21	25	\$499
		Screen Printing Artwork & Designs	10 - 21	25	\$499
	Sigato- ka	Application of Small Engine Repair	10 - 21	25	\$499
		Implement Solar Energy Installation & Maintenance	10 - 21	25	\$499
		Demonstrate Fiberglass Boat Repair Procedures	10 - 21	25	\$499
	Reskill/ Retrain	Sigato- ka	Floristry Design & Techniques	10 - 21	25
Nadi		Garment Construction Techniques & Processes	10 - 21	25	\$499
		Block Laying	10 - 21	25	\$499
		Basic Computing & Business Skills	10 - 21	25	\$499
MAY					
Reskill/ Retrain	Tavua	Care Giver	15 - 26	25	\$499
		Cookery	15 - 26	25	\$499
	Ba	Baking & Patisserie	15 - 26	25	\$499
		Food & Beverage	15 - 26	25	\$499
		Screen Printing Artwork & Designs	15 - 26	25	\$499
	Navua	Household and Sanitary Plumbing	15 - 26	20	\$499
		Apply Domestic Electrical Installation Skills	15 - 26	20	\$499
		Wooden House Construction	15 - 26	20	\$499

Reskill/ Retrain	Labasa	Application of Small Engine Repair	15 - 26	25	\$499
		Implement Solar Energy Installation & Maintenance	15 - 26	25	\$499
		Demonstrate Fiberglass Boat Repair Procedures	15 - 26	25	\$499
	Rakiraki	Floristry Design & Techniques	15 - 26	25	\$499
		Garment Construction Techniques & Processes	15 - 26	25	\$499
		Block Laying	15 - 26	25	\$499
		Basic Computing & Business Skills	15 - 26	25	\$499
JUNE					
Reskill/ Retrain	Sigato- ka	Care Giver	12 - 23	25	499
		Cookery	12 - 23	25	499
		Baking & Patisserie	12 - 23	25	499
		Food & Beverage	12 - 23	25	499
Reskill/ Retrain	Ba	Household and Sanitary Plumbing	12 - 23	25	499
		Apply Domestic Electrical Installation Skills	12 - 23	25	\$499
		Screen Printing Artwork & Designs	12 - 23	25	\$499
	Suva	Wooden House Construction	12 - 23	25	\$499
		Application of Small Engine Repair	12 - 23	25	\$499
		Implement Solar Energy Installation & Maintenance	12 - 23	25	\$499
		Demonstrate Fiberglass Boat Repair Procedures	12 - 23	25	\$499
	Tavua	Floristry Design & Techniques	12 - 23	25	\$499
		Garment Construction Techniques & Processes	12 - 23	25	\$499
		Block Laying	12 - 23	25	\$499
		Basic Computing & Business Skills	12 - 23	25	\$499

JULY					
Public	Suva	Care Giver	10 - 21	25	\$275
		Cookery	10 - 21	25	\$275
		Baking & Patisserie	10 - 21	25	\$275
		Food & Beverage	10 - 21	25	\$275
	Nadi	Household and Sanitary Plumbing	10 - 21	25	\$275
		Apply Domestic Electrical Installation Skills	10 - 21	25	\$275
		Screen Printing Artwork & Designs	10 - 21	25	\$275
		Wooden House Construction	10 - 21	25	\$275
	Nasinu	Application of Small Engine Repair	10 - 21	25	\$275
		Implement Solar Energy Installation & Maintenance	10 - 21	25	\$275
		Demonstrate Fiberglass Boat Repair Procedures	10 - 21	25	\$275
		Floristry Design & Techniques	10 - 21	25	\$275
	Public	Narere	Garment Construction Techniques & Processes	10 - 21	25
Block Laying			10 - 21	25	\$275
Basic Computing & Business Skills			10 - 21	25	\$275
AUGUST					
Public	Nadi	Care Giver	14 - 28	25	\$275
		Cookery	14 - 28	25	\$275
		Baking & Patisserie	14 - 28	25	\$275
		Food & Beverage	14 - 28	25	\$275
	Sigatoka	Household and Sanitary Plumbing	14 - 28	25	\$275
		Apply Domestic Electrical Installation Skills	14 - 28	25	\$275
		Screen Printing Artwork & Designs	14 - 28	25	\$275
		Application of Small Engine Repair	14 - 28	25	\$275

Public	Rakiraki	Implement Solar Energy Installation & Maintenance	14 - 28	25	\$275
		Demonstrate Fiberglass Boat Repair Procedures	14 - 28	25	\$275
		Floristry Design & Techniques	14 - 28	25	\$275
		Garment Construction Techniques & Processes	14 - 28	25	\$275
	Labasa	Block Laying	14 - 28	25	\$275
		Basic Computing & Business Skills	14 - 28	25	\$275
		Wooden House Construction	14 - 28	25	\$275
SEPTEMBER					
Public	Suva	Care Giver	11 - 22	25	\$275
		Cookery	11 - 22	25	\$275
		Baking & Patisserie	11 - 22	25	\$275
		Food & Beverage	11 - 22	25	\$275
	Nausori	Household and Sanitary Plumbing	11 - 22	25	\$275
		Apply Domestic Electrical Installation Skills	11 - 22	25	\$275
Public	Nausori	Screen Printing Artwork & Designs	11 - 22	25	\$275
		Application of Small Engine Repair	11 - 22	25	\$275
	Lautoka	Implement Solar Energy Installation & Maintenance	11 - 22	25	\$275
		Demonstrate Fiberglass Boat Repair Procedures	11 - 22	25	\$275
OCTOBER					
Public	Nadi	Care Giver	16 - 27	25	\$275
		Cookery	16 - 27	25	\$275
		Baking & Patisserie	16 - 27	25	\$275
		Food & Beverage	16 - 27	25	\$275

Public	Suva	Household and Sanitary Plumbing	16 -27	25	\$275
		Apply Domestic Electrical Installation Skills	16 -27	25	\$275
		Screen Printing Artwork & Designs	16 -27	25	\$275
		Application of Small Engine Repair	16 -27	25	\$275
	Lauto-ka	Implement Solar Energy Installation & Maintenance	16 -27	25	\$275
		Demonstrate Fiberglass Boat Repair Procedures	16 -27	25	\$275
		Floristry Design & Techniques	16 -27	25	\$275
		Garment Construction Techniques & Processes	16 -27	25	\$275

DECEMBER					
Public	Nadi	Care Giver	4 -15	25	\$275
		Cookery	4 -15	25	\$275
		Baking & Patisserie	4 -15	25	\$275
		Food & Beverage	4 -15	25	\$275
	Suva	Household and Sanitary Plumbing	4 -15	25	\$275
		Apply Domestic Electrical Installation Skills	4 -15	25	\$275
		Screen Printing Artwork & Designs	4 -15	25	\$275
		Application of Small Engine Repair	4 -15	25	\$275
	Labasa	Block Laying	4 -15	25	\$275
		Basic Computing & Business Skills	4 -15	25	\$275
		Wooden House Construction	4 -15	25	\$275

**NOVEMBER**

Public	Suva	Care Giver	13 -24	25	\$275
		Cookery	13 -24	25	\$275
		Baking & Patisserie	13 -24	25	\$275
		Food & Beverage	13 -24	25	\$275
	Lauto-ka	Household and Sanitary Plumbing	13 -24	25	\$275
		Apply Domestic Electrical Installation Skills	13 -24	25	\$275
		Screen Printing Artwork & Designs	13 -24	25	\$275
Public	Lauto-ka	Application of Small Engine Repair	13 -24	25	\$275
	Nadi	Implement Solar Energy Installation & Maintenance	13 -24	25	\$275
		Demonstrate Fiberglass Boat Repair Procedures	13 -24	25	\$275
		Floristry Design & Techniques	13 -24	25	\$275
		Garment Construction Techniques & Processes	13 -24	25	\$275
	Labasa	Block Laying	13 -24	25	\$275
		Basic Computing & Business Skills	13 -24	25	\$275
		Wooden House Construction	13 -24	25	\$275





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