











# 2017





## Course Calendar

### July to December













**A VELING**  
*safety • leadership • e-learning*

LEADERSHIP AND DEVELOPMENT			Jul	Aug	Sep	Oct	Nov	Dec
Fundamentals of Supervision	2 days	\$590*		14-15		19-20		11-12
The New Supervisor	2 days	\$495	31-1 Aug	31-1 Sep		26-27	9-10	
Safety Leadership for Supervisors (SLS)	2 days	\$660	20-21	24-25	21-22	12-13	9-10	
BHP Billiton WAIO Safety Leadership for Supervisors (BHP SLS)	2 days	\$750*		31-1 Sep	28-29	30-31	30-1 Dec	
Coach for Success	1 day	\$295			15			13
Improve Team Performance	1 day	\$295		16		18		
Lead Productive Meetings	1 day	\$295		28		30		
BSB42015 Certificate IV in Leadership and Management	5 days	\$1600*	17-21	21-25	4-8	9-13	13-17	4-8
BSB51915 Diploma of Leadership and Management Module 1: Lead and Manage Teams Module 2: Planning, Innovation, WHS and Risk Management	3 days 4 days	\$1350* \$1800*			11-13 18-21		20-22 27-30	
ELECTRICAL			Jul	Aug	Sep	Oct	Nov	Dec
Electrical Safety Awareness	1 hour	\$77	Online course, available anytime					
High Voltage Switching Operations	5 days	\$1980*	10-14 24-28	7-11 21-25	4-8 18-22	2-6 23-27	6-10 20-24	4-8
High Voltage Switching Operations Refresher	2 days	\$950*	6-7	3-4	28-29	19-20	16-17	
Perform Rescue from a Live Low Voltage Panel and Cardiopulmonary Resuscitation (CPR) <small>Before undertaking the face to face course, students must complete two online modules.</small>	half day	\$150*	14 28	11 18	8 19	5 18	2 15 30	14
Working Near Overhead and Underground Power Lines	1 hour	\$77	Online course, available anytime					
WORKPLACE MENTAL HEALTH			Jul	Aug	Sep	Oct	Nov	Dec
An Introduction to Workplace Mental Health	half day	\$195		9			8	
An Introduction to Workplace Suicide Prevention	half day	\$195		23			22	
Developing a Mentally Healthy Workplace	1.5 hours	\$110	Online course, available anytime					
Mental Health Awareness	1 hour	\$110	Online course, available anytime					
Mental Health for Fly-in, Fly-out (FIFO) Workers and Managers	half day	\$195		16			15	
Working Away from Home	1 hour	\$110	Online course, available anytime					
PROJECT MANAGEMENT			Jul	Aug	Sep	Oct	Nov	Dec
Get Started with Project Management	1 day	\$295	25		27		8	
BSB41515 Certificate IV in Project Management Practice	5 days	\$1600*	24-28	7-11	11-15	16-20	27-1 Dec	
PRINCE2® Foundation Practitioner	3 days 2 days	\$1980 \$1760	10-12 13-14	14-16 17-18	11-13 14-15	9-11 12-13	6-8 9-10	
Agile Project Management Certification (AgilePM®) Foundation Practitioner	3 days 2 days	\$1870 \$1375	10-12 13-14	7-9 10-11	11-13 14-15	9-11 12-13	6-8 9-10	
Facilitation Certification Foundation Practitioner	3 days 2 days	\$2310 \$1815	10-12 13-14	14-16 17-18	11-13 14-15	9-11 12-13	6-8 9-10	
Standard Work Training -Writing Proper Procedures	1 day	\$495	20	17	Contact AVELING for information			

WORKPLACE HEALTH & SAFETY			Jul	Aug	Sep	Oct	Nov	Dec
Appointed Persons (Section 44)	2.5 hours	\$209	Online course, available anytime					
Area Warden	5 hours	\$145*	12		13		14	
BSB30715 Certificate III in Work Health and Safety	5 days	\$1590*	Contact AVELING for information					
BSB41415 Certificate IV in Work Health and Safety	5 days	\$1650*	24-28		18-22		20-24	
	3x2 days	\$1650*	Module 1: 10-11 Jul		Module 2: 14-15 Aug		Module 3: 17-18 Jul 11-12 Sep	
Conduct Safety and Health Investigations	1 day	\$350*	5		28		29	
Effective Toolbox Meetings	1 day	\$350*		23		18		13
Fire Training Perth	3 hours	\$155*	Available Tuesdays and Thursdays					
Fire Training Karratha	3 hours	\$175*	Available Monthly					
Job Safety Analysis (JSA) (Non-Nationally Recognised)	half day	\$190	12		13		15	
Job Safety Analysis (JSA) (Nationally Recognised) RIIRIS201D Conduct local risk control	half day	\$240*	12		13		15	
Manual Handling	1 hour	\$55	Online course, available anytime					
OHS for Team Leaders	1 day	\$350*	21	25	8	13	17	8
Safety and Health Representatives (Introductory)	5 days	\$990	10-14 17-21 24-28	7-11 14-18 28-1 Sep	4-8 11-15 18-22	2-6 16-20 23-27	6-10 13-17 20-24	4-8 11-15
Safety and Health Representatives (Refresher)	2 days	\$550	10-11 17-18 24-25	7-8 14-15 28-29	4-5 11-12 18-19	2-3 16-17 23-24	6-7 13-14 20-21	4-5 11-12
Safety Management Systems	2 days	\$990	24-25	28-29	18-19	23-24	27-28	
UV and Heat Awareness	90 mins	\$77	Online course, available anytime					
White Card Construction Training Online (O) Classroom (C)	4 hours	(O) \$65* (C) \$99*	7 14	4 18 25	8 15 29	6 20 27	3 9 17	1 15
<b>RIO TINTO IRON ORE SPECIFIC (RTIO)</b>			<b>Other Information</b>					
Iron Ore Essentials - Computer Based Training	2.5 hours	\$22	Available Monday to Friday					
Iron Ore Essentials for Site - Contractors Perth	4 hours	\$154	Available Monday to Friday					
Iron Ore Essentials for Site - Contractors Karratha	4 hours	\$165	Available weekly					
Lock Holder Perth	2.5 hours	\$88	Available Monday to Friday					
Lock Holder Karratha	2.5 hours	\$99	Available weekly					
Personal Isolation Officer Perth	4 hours	\$77	Available weekly					
Personal Isolation Officer Karratha	4 hours	\$93.50	Available weekly					
Permit Isolation Officer	4 hours	POA	Contact AVELING for group rates					
Electrical Workers Competency, Arc Flash and Low Voltage Rescue - Perth	6 hours	\$159.50	Available fortnightly					




THE 'HOW TO' SERIES	🕒	💰	Jul	Aug	Sep	Oct	Nov	Dec
Be a Confident Public Speaker	1 day	\$295			22		24	
Be More Assertive	1 day	\$295	12		13		2	
Communicate Effectively	1 day	\$295	10		11		1	
Communicate with Influence	1 day	\$295	19		28		7	
Develop Your Emotional Intelligence	1 day	\$295	24			23		4
Develop your Problem Solving Skills	1 day	\$295	13		26		3	
Get Started with Project Management	1 day	\$295	25		27		8	
Handle Stress and Maintain Balance	1 day	\$295		18		25		6
Improve Conflict Resolution Skills	1 day	\$295	20		29		23	
Lead Customer Focussed Teams	1 day	\$295	11		12		6	
Manage Change Effectively	1 day	\$295		7		16		
Manage Your Time in Today's Workplace	1 day	\$295		4		24		
Negotiate Effectively	1 day	\$295		9		17		1
Provide Excellent Customer Service	1 day	\$295		2		31		
Respond to Workplace Bullying	1 day	\$295		8		10		5
Write Effectively at Work	1 day	\$295		7		11		

LUMINA LEARNING	💰	Other Information
 Lumina Sales	\$143 per person	Includes online Questionnaire; Individualised Portrait; 1 hour feedback session
 Lumina Sales 1 Day Workshop	\$396 per person	1 Day (Includes online Questionnaire; Individualised Lumina Sales Portrait; 1 day Workshop)
 Lumina Team	\$286 per person	Includes online Questionnaire; Individualised Lumina Spark Portrait; Lumina Team Intro profile; 2 hour team feedback session
 Lumina Spark	\$286 per person	Includes online Questionnaire; Individualised Portrait; 1 hour feedback session
 Lumina Spark 1 Day Workshop	\$539 per person	1 Day (Includes online Questionnaire; Individualised Lumina Spark Portrait; 1 day Workshop)
 Lumina Spark Practitioners Workshop	\$3300 per person	3 Days; Building your capability to deliver inspirational interventions using Spark Portrait and supporting resources
 Lumina Leader	\$286 per person	Includes online Questionnaire; Individualised Portrait; 1 hour feedback session
 Lumina Leader 1 Day Workshop	\$748 per person	1 Day (Includes online Questionnaires; Individualised Lumina Leader 360 and Lumina Spark Portraits; 1 day Workshop)
 Lumina Leader 360	\$385 per person	Includes online Questionnaire; Individualised Lumina Leader 360 Portrait; 1 hour feedback session
 Lumina Splash App	 	Become more self-aware, explore your personality and learn how you relate to others by creating your unique Lumina Splash - Lumina Learning's instantly memorable, visual representation of who you are.

# ONLINE COURSE LIST

Nationally  
Recognised  
Training



Course Title	Nationally Recognised Training	Duration	Cost
Aboriginal and Torres Strait Islander Cultural Awareness		1.5 hours	\$99
Appointed Persons (Section 44)		2.5 hours	\$209
Arc Flash Awareness		1 hour	\$110
Area Warden Awareness		1.5 hours	\$99
Business Ethics and Code of Conduct		1.5 hours	\$77
Cardiopulmonary Resuscitation (CPR) Awareness		1 hour	\$55
Chain of Responsibility Awareness		1 hour	\$77
Compressed Gas Cylinder Safety		30 mins	\$55
Confined Space Awareness		1 hour	\$77
Customer Service Skills		1 hour	\$55
Dangerous Goods for Road Transport		1 hour	\$77
Developing a Mentally Healthy Workplace		1.5 hours	\$110
Drug and Alcohol Awareness		1 hour	\$66
Electrical Safety Awareness		1 hour	\$77
Fatigue Management (Transport) TLIF2010 Apply fatigue management strategies		1.5 hours	\$99*
Fatigue Management Awareness for Drivers		1.5 hours	\$55
Fatigue Management Awareness in the Workplace		45 mins	\$55
Fatigue Management for Aviation Flight Crew Members		2 hours	\$110
Fatigue Management for Schedulers TLIF3063 Administer the implementation of fatigue management strategies		self-paced	\$150*
Fatigue Management in the Mining Industry		45 mins	\$55
Fire Training Awareness		1 hour	\$55
First Aid Awareness		1 hour	\$55
Food Safety Supervisor SITSS00051 Food safety supervision SITXFSA001 Use hygienic practices for food safety SITXFSA002 Participate in safe food handling practices		4 hours	\$100*#
Forklift Safety Awareness		1.5 hours	\$77
General Health and Safety Responsibilities Awareness (WHS, OHS and OSH)		40 mins	\$77
Guiding Principles for Medication Management in Residential Aged Care Facilities		1 hour	\$55
Hazardous Substances Safety Essentials		1.5 hours	\$77
Infection Prevention and Control in Residential and Community Aged Care		1 hour	\$55
Live LV Work Rescue Awareness		1 hour	\$55
Load Restraint Awareness for Road Transport		1 hour	\$77
Local Government Safety Induction		1 hour	\$33
Lockout Tagout Procedures		1 hour	\$99
Management of Licensed Premises MLP1 MLPLCA401A Manage legislative responsibilities for the sale, supply and service of liquor		self-paced	\$139*
Management of Licensed Premises MLP2 MLPLCA402A Manage environments for the sale, supply and service of liquor		self-paced	\$100*
Management of Licensed Premises MLP3 MLPLCA403A Manage environments for the production or wholesale supply of liquor		self-paced	\$100*
Manual Handling for Hospitality		1 hour	\$55
Manual Handling for Mining & Construction		1 hour	\$55
Manual Handling for Health Care Workers		1.5 hours	\$55
Manual Handling and Ergonomics for the Office		1 hour	\$55



# ONLINE COURSE LIST

Nationally  
Recognised  
Training



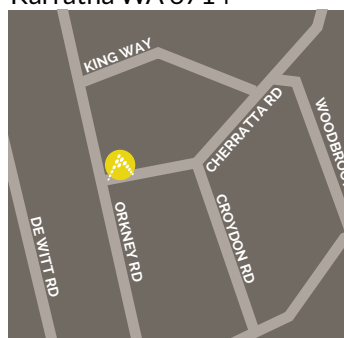
Manual Handling for Retail and Warehouse		1 hour	\$55
Manual Handling in the Workplace		1 hour	\$55
Maritime Dangerous Goods Mandatory IMDG Course - AMSA Approved		2-22 hours	From \$220
Mental Health Awareness		1 hour	\$110
Office Induction		1 hour	\$55
Participate in Safe Food Handling Practices SITXFSA002 Participate in safe food handling practices		2 hours	\$60*
Participate in Safe Work Practices SITXWHS001 Participate in safe work practices		1 hour	\$77*
Permit to Work Essentials		1 hour	\$77
Personal Protective Equipment (PPE) Safety Essentials		30 mins	\$55
Record Keeping Awareness for the Public Sector		45 mins	\$55
Responsible Service of Alcohol (RSA) SITHFAB002 Provide responsible service of alcohol		4 hours	\$55*#
Responsible Service of Alcohol Refresher		self-paced	\$33
Risk Management		1 hour	\$66
Safe Work Method Statements (SWMS) and Risk Management Tools		1 hour	\$99
Safety Induction Standard		1.5 hours	\$55
Safety Induction Advanced		2 hours	\$55
Silica Safety Awareness		30 mins	\$99
Slips, Trips and Falls		40 mins	\$55
Static Electricity Awareness		30 mins	\$55
Time Management		1.5 hours	\$55
Use Hygienic Practices for Food Safety SITXFSA001 Use hygienic practices for food safety		2 hours	\$40*
UV and Heat Awareness		1.5 hours	\$77
WA Transport Compliance and Enforcement Laws		30 mins	\$55
Waste Management Awareness		1 hour	\$55
Working at Heights Safety Awareness		1 hour	\$77
Working Away from Home (Mental Health Awareness)		1.5 hours	\$110
Working Near Overhead and Underground Power Lines		1 hour	\$77
Workplace Bullying and Harassment Awareness		1 hour	\$77
Workplace Environmental Awareness		1 hour	\$55
White Card Construction Training CPCCOHS1001A Work safely in the construction industry		4.5 hours	\$65*#

DISCLAIMER: Prices include GST unless specified otherwise. Full day courses are catered including light lunch, morning and afternoon tea. \*GST Free. Information correct at the time of printing and subject to change without notice. #Please refer to our website for state-specific pricing and delivery options. Please visit [aveling.com.au](http://aveling.com.au) for our latest course information.

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