


Forsythes Training Course Schedule

July to December 2011



Your nationally accredited
innovative training leader!



Nationally Recognised
Qualifications



Desktop Applications



Short Courses



IT Technical

forsythestraining.com.au

Registered Training Organisation RTO No. 91479

Forsythes Training

Course Schedule July to December 2011

Contents

DESKTOP APPLICATIONS



Operating Systems/Networking
Office 2007 Upgrade Training
Spreadsheets - Excel
Word Processing - Word
Databases - Access
Information Management - Project
Internet, Communication & Web Design - Outlook, Frontpage, DreamWeaver, Flash Fireworks
Management Tools - Vision, Crystal Reports
Desktop Publishing & Graphics - PowerPoint, Publisher, PhotoShop, Illustrator, InDesign, Acrobat, Corel
InfoPath
Accounting - MYOB
TUGGERAH TRAINING PREMISE - NEW!
▪ Spreadsheets - Excel
▪ Information Management - Project

PROFESSIONAL DEVELOPMENT



Business Essentials
▪ Business Writing
▪ Effective Presentations
▪ Power Negotiating
▪ Customer Service
▪ Finance for Non-Financial Managers
▪ Team Participation & Leadership
▪ Effective Communication
▪ How to Handle Difficule People
▪ Time Management
▪ Project Management Fundamentals
▪ Team Development using the Myers Briggs Type Indicator

ACCREDITED TRAINING



BSB07 Training Package Qualifications - NEW!
▪ BSB40807 Certificate IV in Frontline Management - NEW!
▪ BSB51107 Diploma of Management - NEW!
▪ BSB41407 Certificate IV in Occupational Health & Safety - NEW!
▪ BSB51307 Diploma of Occupational Health & Safety - NEW!
MNC04 Coal Training Package Training - NEW!
▪ MNCG1001A Apply Risk Management Processes S1
▪ MNCG1008A Conduct Health & Safety Investigations S2
▪ MNCG1009A Communicate Information S3
▪ MNCG1002A Implement & Apply Risk Management Processes G2
MSA31108 Certificate III in Competitive Manufacturing - NEW!
MSA41108 Certificate IV in Competitive Manufacturing - NEW!
TAA04 Training & Assessment Training Package Qualifications
▪ Industry Trainer & Assessor - NEW!
▪ TAA40104 Certificate IV in Training & Assessment - NEW!
▪ TAA40104 Certificate IV in Training & Assessment UPGRADE - NEW!
▪ TAA50104 Diploma in Training & Assessment - NEW!

ENROLMENT FORM

Contact Us

Whilst every effort is made to ensure accuracy with course listings, dates and pricing, courses are subject to change. For the latest information on courses, dates and pricing please visit our website at: www.forsythestraining.com.au/home.aspx

If you cannot find what you are looking for, or you would like to arrange customised training please contact us on 02 4969 0690 or e-mail training@forsythestraining.com.au to discuss how we can help you.

Forsythes Training Overview

Forsythes Training is the Region's leading provider of technology and training solutions. With more than 50 years history Forsythes combines a tradition of business expertise with innovative thinking and state-of-the-art systems in today's dynamic commercial environment.

Forsythes Training is a Registered Training Organisation, RTO ID 91479 and is the only Microsoft Gold Partner for Learning Solutions in Regional NSW. This means we have demonstrated superior levels of implementations and customized training solutions for Microsoft products.

We operate a New Horizons Franchise business in Newcastle delivering quality training solutions to both individuals and Businesses from the Hunter Valley, Newcastle, Lake Macquarie and the Central and Northern coasts of NSW.

Our fully equipped computer training rooms are available for hire whilst our mobile training room can bring a training room to your premises for on-site convenience.

Courses are designed to deliver outcome-based learning. We offer the widest range of services and expertise locally, including online training and facilitator led customised training solutions for IT professionals, professional development & PC applications.

We offer training and solutions in:

- Computer training for Microsoft and Adobe applications
- Certificate III and Certificate IV in Competitive Manufacturing
- Certificate IV in Frontline Management, Diploma of Management
- Certificate IV & Diploma of Occupational Health & Safety
- Courses from the MNC04 Coal Training Package (S1, S2, S3, G2)
- Short Business Skills Courses - can be customised as required
- Microsoft Certified Training for IT Professionals, ITIL, Cisco & Citrix Courses
- On-site Computer training
- Computer training room hire

Statement of Attainment for PC Applications Training

As a result of our RTO status we now offer clients the opportunity to achieve a Statement of Attainment (SOA) from the Certificate II, III or IV in Frontline Management when you attend selected application training courses.

Forsythes Training have mapped the units of competency to the content delivered in our courses. Participants can complete exercise files in class and a short assessment at the completion of the course to demonstrate competency and receive a SOA.

Competency based training is Nationally recognised means of demonstrating that you are proficient in using software, providing a benefit for the individual and the employer.

Courses where Statements of Attainment are offered will be GST FREE from July 1st 2009.

Locations

Forsythes have **TWO** training locations:

Newcastle West: 9 Denison Street NEWCASTLE WEST NSW 2302

Central Coast: Unit 4/2 Bounty Close TUGGERAH BUSINESS PARK NSW 2259

P: 02 4969 0690

P: 02 4353 0999

F: 02 4969 0699

F: 02 4969 0699

eMail: training@forsythesit.com.au

Innovative Learning Methods and options

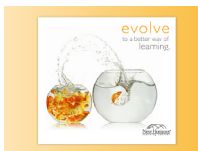
Forsythes Training continually strives to produce new and innovative training solutions in partnership with private and public sector training providers.

Instructor Led

Learn the traditional way, in our classroom with one of our outstanding instructors.

Walk In or Mentored Learning

Gain the skills you need with focused learning, one-on-one mentoring and flexible scheduling. Register for a free information seminar.



Private Group Classes

Our instructor will cover your topic of choice, related to your specific business needs, using standard or custom curriculum.

On Site Training

Choose from Business skills, technical or application training taught in the convenience of your location, using our equipment or yours.



Room Hire

Our four PC training rooms are available for hire, whilst using our modern catering facilities. Take a virtual tour of our facility or read about our innovative Mobile Training Room.

Online Anytime

Learn at your convenience using our web based training.

Contact Us - If the course or date you require is not listed in our schedule, or you would like to arrange customised training please contact us on **02 4969 0690** or e-mail training@forsythesit.com.au

Forsythes Training Newcastle Public Schedule

July to December 2011

DESKTOP APPLICATIONS

Course	Price*	Days	Jul	Aug	Sep	Oct	Nov	Dec	
Operating Systems & Networking									
Windows 7 Level 1	\$363.00	1							
Office Upgrade									
Office 2010 Upgrade Training	\$440.00	1	20	17	14	19	23		
Office 2007 Upgrade Training	\$440.00	1	29		30		30		
Spreadsheets*									
Excel 2010 Level 1 - NEW! *	\$363.00	1	25	22	8	13	24	8	
Excel 2010 Level 2 - NEW! *	\$363.00	1	26	23	9	14	25	9	
Excel 2010 Level 3 - NEW! *	\$363.00	1		31	21	26	30	22	
Excel 2007 Level 1# <i>BSBITU202A Create & use spreadsheets</i>	\$363.00	1	14	8	26	17	14	15	
Excel 2007 Level 2# <i>BSBITU304A Produce spreadsheets</i>	\$363.00	1	15	9	27	18	15	16	
Excel 2007 Level 3# <i>BSBITU402A Develop & use complex spreadsheets</i>	\$363.00	1	20		30		23	21	
Excel 2002/2003 Level 1# <i>BSBITU202A Create and use spreadsheets</i>	\$363.00	1	4, 21	4, 18	1, 12	4, 20	3, 21	5, 19	
Excel 2002/2003 Level 2# <i>BSBITU304A Produce spreadsheets</i>	\$363.00	1	5, 22	5, 19	2, 13	5, 21	4, 22	6, 20	
Excel 2002/2003 Level 3# <i>BSBITU402A Develop & use complex spreadsheets</i>	\$363.00	1	13	24	30		23	21	
Excel 2003 Master Class	\$363.00	1	8	5	2	7	4	2	
Excel 2007 Master Class	\$363.00	1	22	19	16	21	18	16	
VBA for Excel	\$1100.00	2		22-23		13-14		8-9	
Word Processing*									
Word 2010 Level 1 - NEW! *	\$363.00	1	28	11	19	17	21	12	
Word 2010 Level 2 - NEW! *	\$363.00	1	29	12	20	18	22	13	
Word 2010 Level 3 - NEW! *	\$363.00	1		17	28	26	30	22	
Word 2007 Level 1# <i>BSBITU201A Produce simple word processed documents</i>	\$363.00	1	11	24	15	27	17		
Word 2007 Level 2# <i>BSBITU303A Design & produce text documents</i>	\$363.00	1	12	25	16	28	18		
Word 2007 Level 3# <i>BSBITU401A Design & develop complex text documents</i>	\$363.00	1			21		23		
Word 2002/2003 Level 1# <i>BSBITU201A Produce simple word processed documents</i>	\$363.00	1	4	1	5	6	7	8	
Word 2002/2003 Level 2# <i>BSBITU303A Design & produce text documents</i>	\$363.00	1	5	2	6	7	8	9	
Word 2002/2003 Level 3# <i>BSBITU401A Design & develop complex text documents</i>	\$363.00	1	13	10	14		16		
VBA for Word	\$1100.00	2	Call 02 4969 0690 for dates						

SPECIAL OFFER: Book 3 or more participants onto the same course & date and receive a 10% Discount
 *Applies to selected publicly scheduled desktop applications courses only
 Interested in a course not listed on our schedule? Call us on 02 4969 0690



Prices include GST unless otherwise stated
***These courses are Nationally Accredited and are GST Exempt**
 Forsythes Training

9 Denison Street NEWCASTLE WEST NSW 2302 Phone: 02 4969 0690 Fax: 02 4969 0699



Forsythes Training Newcastle Public Schedule

July to December 2011

DESKTOP APPLICATIONS

Course	Price*	Days	Jul	Aug	Sep	Oct	Nov	Dec
Databases*								
Access 2010 Level 1 - NEW!	\$770.00	2	7-8		8-9		3-4	
Access 2010 Level 2 - NEW!	\$770.00	2		4-5		6-7		1-2
Access 2007 Level 1	\$770.00	2	4-5		5-6		7-8	
Access 2007 Level 2 <i>BSBITU301A Create & use databases</i>	\$770.00	2		8-9		10-11		5-6
Access 2007 Level 3	\$440.00	1	29		30		30	
Access 2002/2003 Level 1 <i>BSBITU401A Design Databases</i>	\$770.00	2	14-15		12-13		14-15	
Access 2002/2003 Level 2* <i>BSBITU301A Create & use databases</i>	\$770.00	2		15-16		17-18		19-20
Access 2002/2003 Level 3	\$440.00	1	28		29		29	
VBA for Access	\$1100.00	2						
Information Management*								
Project 2010 Levels 1 & 2 - NEW!	\$770.00	2	18-19	15-16	5-6	24-25	7-8	12-13
Project 2002/2003/2007 Levels 1 & 2	\$770.00	2	7-8	1-2	22-23	10-11	28-29	1-2
Internet, Communication & Web Design								
Outlook 2010 Level 1 - NEW!*	\$363.00	1	6		7		2	
Outlook 2010 Level 2 - NEW!	\$363.00	1						
Outlook 2007 Level 1* <i>BSBITU203A Communicate electronically</i>	\$363.00	1	13		14		16	
Outlook 2007 Level 2	\$363.00	1	Call 02 4969 0690 for dates					
Outlook 2002/2003 Level 1* <i>BSBITU203A Communicate electronically</i>	\$363.00	1	1		5		7	
Outlook 2003 Level 2	\$363.00	1	Call 02 4969 0690 for dates					
Desktop Publishing & Graphics								
PowerPoint 2010 Level 1 - NEW!*	\$363.00	1	6		7		9	
PowerPoint 2010 Level 2 - NEW!	\$363.00	1		3		12		
PowerPoint 2007 Level 1 - NEW!* <i>BSBITU302A Create electronic presentations</i>	\$363.00	1	6			5		8
PowerPoint 2007 Level 2 - NEW!	\$363.00	1	Call 02 4969 0690 for dates					
PowerPoint 2002/2003 Level 1* <i>BSBITU302A Create electronic presentations</i>	\$363.00	1	1		1		1	
PowerPoint 2002/2003 Level 2	\$363.00	1	Call 02 4969 0690 for dates					

Forsythes Training Newcastle Public Schedule

July to December 2011

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Course	Price*	Days	Jul	Aug	Sep	Oct	Nov	Dec
Internet, Communication & Web Design								
FrontPage 2003 Level 1	\$440.00	1	25		26		28	
DreamWeaver CS3 Level 1	\$440.00	1	Call 02 4969 0690 for dates					
DreamWeaver CS3 Level 2	\$440.00	1	Call 02 4969 0690 for dates					
Flash CS3 Level 1	\$440.00	1						
Management Tools								
Visio Professional 2003 Level 1	\$440.00	1			21		24	
Crystal Reports Level 1	\$1400.00	2		22-23		10-11		
Crystal Reports Level 2	\$700.00	1						
Desktop Publishing & Graphics								
Publisher 2003 Level 1* <small>BSBITU309A Produce desktop published documents</small>	\$385.00	1	12		22		24	
Photoshop CS3 Level 1	\$880.00	2	18-19		19-20		21-22	
Photoshop CS3 Level 2	\$880.00	2	Call 02 4969 0690 for dates					
Illustrator CS Level 1	\$440.00	1		12		10		
Illustrator CS Level 2	\$440.00	1	Call 02 4969 0690 for dates					
InDesign CS Level 1* <small>BSBITU309A Produce desktop published documents</small>	\$880.00	2	28-29		26-27		28-29	
Acrobat 8.0/CS Level 1	\$440.00	1		17		12		7
CorelDraw Level 1	\$770.00	2	Call 02 4969 0690 for dates					
CorelDraw Level 2	\$770.00	2	Call 02 4969 0690 for dates					
Infopath								
InfoPath 2003 - Creating Forms Level 1	\$440.00	1						
InfoPath 2007 - Creating InfoPath Forms	\$440.00	1	Call 02 4969 0690 for dates					
Accounting								
MYOB Level 1 & Payroll	\$880.00	2		22-23		13-14		
MYOB Level 2	\$440.00	1						

Forsythes Training Central Coast Public Schedule

Forsythes Training is pleased to announce that we can offer training to our Central Coast clients at our new facility in the Tuggerah Business Park

The venue offers a large 14-seat boardroom that can be used for Professional Development training courses or for Nationally Accredited Qualifications training programs. We can also utilise our fleet of laptops to offer PC Applications training courses.

Please contact us to discuss running a dedicated corporate event. We are offering limited publicly scheduled courses at this time:

Course	Price*	Days	Jul	Aug	Sep	Oct	Nov	Dec
Spreadsheets								
Excel 2002/2003 Level 1* <small>BSBITU202A Create and use spreadsheets</small>	\$363.00	1						
Excel 2002/2003 Level 2* <small>BSBITU304A Produce spreadsheets</small>	\$363.00	1						
Information Management*								
Project 2002/2003/2007 Levels 1 & 2	\$770.00	2	Call 02 4969 0690 for dates					

SPECIAL OFFER: Book 3 or more participants onto the same course & dates and receive a 10% Discount

*Applies to **selected** publicly scheduled desktop applications courses only
Interested in a course not listed on our schedule? Call us on 02 4969 0690

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Forsythes Training Newcastle Public Schedule

July to December 2011

PROFESSIONAL DEVELOPMENT

Course	Price*	Days	Jul	Aug	Sep	Oct	Nov	Dec
Business Essentials								
Writing Technical Documentation	\$495.00	1	Call 02 4969 0690 for dates					
Business Writing <i>BSBWR401A Write Complex Documents</i>	\$495.00	1				5 Oct 11		7 Dec 11
Effective Presentations <i>BSBCMM401A Make a Presentation</i>	\$495.00	1			7 Sep 11		2 Nov 11	
Negotiating Skills	\$495.00	1			28 Sep 11		24 Nov 11	
Customer Service <i>BSBCUS403A Implement Customer Service Standards</i>	\$495.00	1					15 Nov 11	
Finance for Non-Financial Managers	\$495.00	1			12 Sep 11			
Team Participation & Leadership <i>BSBWOR402A Promote Team Effectiveness</i>	\$495.00	1				11 Oct 11		14 Dec 11
Effective Communication <i>BSBWOR401A Establish Effective Workplace Relationships</i>	\$495.00	1				7 Oct 11		
How to Handle Difficult People	\$495.00	1	Call 02 4969 0690 for dates					
Time Management <i>BSBWOR404A Develop Work Priorities</i>	\$495.00	1			15 Sep 11	6 Oct 11	1 Nov 11	
Project Management Fundamentals	\$990.00	2				19 Oct 11		
Team Development Using the Myers Briggs Type Indicator	\$2500.00 +GST	1/2 Day	Pricing Based on a Group of 6 Participants Call 02 4969 0690 for dates					

ACCREDITED TRAINING

Forsythes Training, RTO ID 91479 offers the following qualifications from the BSB07 Business Services Training Package:



NSW Vocational
Education & Training
Accreditation Board



NATIONALLY RECOGNISED
TRAINING

BSB40807: Certificate IV in Frontline Management

The Certificate IV is designed for workers in team leader, supervisory, front desk or line management positions. At this level frontline managers provide leadership and guidance to others and take responsibility for the effective functioning and performance of the team and its work outcomes. The Certificate IV qualification is made up of 10 units of competence, consisting of 4 core units and 6 elective units.

BSB51107: Diploma of Management

The Diploma is designed for middle managers. It requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work and/or the work of a team. The Diploma qualification is made up of 8 units of competence, consisting of 5 core and 3 elective units.

Publicly Scheduled Programs

Forsythes IT & Training Publicly scheduled Certificate IV and Diploma courses are comprised of the following units:

Certificate IV Units	Newcastle	Newcastle	Newcastle
BSBWOR404A Develop work priorities	22 Mar 11	14 Jun 11	15 Sep 11
BSBWOR401A Establish effective workplace relationships	19 Apr 11	26 Jul 11	20 Oct 11
BSBOHS407A Monitor a safe workplace	24 May 11	16 Aug 11	10 Nov 11
BSBMGT401A Show leadership in the workplace	21 Jun 11	13 Sep 11	8 Dec 11
BSBWOR402A Promote team effectiveness	19 Jul 11	11 Oct 11	2 Feb 12
BSBCUS403A Implement customer service standards	23 Aug 11	15 Nov 11	1 Mar 12
BSBMGT402A Implement operational plan and BSBMGT403A Implement continuous improvement	20 Sep 11	13 Dec 11	5 Apr 12
BSBRSK401A Identify risk & apply risk management processes	18 Oct 11	7 Feb 12	3 May 12
BSBITU304A Produce spreadsheets or BSBITU303A Design and produce text documents			
Mentoring Day	6 Dec 11	20 Mar 12	28 Jun 12

Frontline Management training programs are conducted regularly throughout the year.

Please refer to our website for full details and program dates:

<http://www.forsythestraining.com.au/trainingcourses/frontline-management-bsb07.aspx>



Interested in a course not listed on our schedule? Call us on 02 4969 0690

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Forsythes Training Newcastle Public Schedule

July to December 2011

ACCREDITED TRAINING - FRONTLINE MANAGEMENT FOR MINING & ENGINEERING INDUSTRIES

Forsythes Training, RTO ID 91479 offers the following qualifications from the BSB07 Business Services Training Package:



BSB40807: Certificate IV in Frontline Management

The Certificate IV is designed for workers in team leader, supervisory, front desk or line management positions. At this level frontline managers provide leadership and guidance to others and take responsibility for the effective functioning and performance of the team and its work outcomes. The Certificate IV qualification is made up of 10 units of competence, consisting of 4 core units and 6 elective units.



Publicly Scheduled Programs

Forsythes Training run a Frontline Management program in Singleton to accommodate surrounding mining, construction and engineering industries and incorporates the RIIRIS402A: Implement & Apply Risk Management unit of competency from the RIIO9 Resources and Infrastructure Training Package

Certificate IV Units	Singleton Current	Singleton Next	Singleton Future
BSBWOR404A Develop work priorities			1 September 2011
BSBWOR401A Establish effective workplace relationships			7 October 2011
BSBOHS407A Monitor a safe workplace		7 September 2011	7 November 2011
BSBMGT401A Show leadership in the workplace and BSBWOR402A Promote team effectiveness		4 October 2011	5 December 2011
BSBADM407B Administer Projects	??		
RIIRIS402A Implement & apply risk management		7 December 2011	21 February 2012
BSBMGT402A Implement operational plan and BSBMGT403A Implement continuous improvement	2 September 2011	25 January 2012	27 Mar 2012
BSBITU304A Produce spreadsheets or BSBITU303A Design and produce text documents	5 October 2011	15 February 2012	24 April 2012
Mentoring Day	2 November 2011	14 March 2012	22 May 2012

Frontline Management training programs are conducted regularly throughout the year.

Please refer to our website for full details and program dates:

<http://www.forsythestraining.com.au/trainingcourses/frontline-management-bsb07.aspx>

Forsythes Training Newcastle Public Schedule

July to December 2011

ACCREDITED TRAINING

Occupational Health & Safety Training

Forsythes Training partner with RTO *On Time Resources, RTO ID 90654* to offer the following qualifications in Occupational Health and Safety:

- **BSB41407 Certificate IV in Occupational Health & Safety**
- **BSB51307 Diploma of Occupational Health & Safety**

Certificate IV Units	Diploma Units	Dates
		Newcastle
BSBOHS401B Contribute to the implementation of a systematic approach to managing OHS	BSBOHS501B Participate in the coordination and maintenance of a systematic approach to managing OHS	
BSBOHS402B Contribute to the implementation of the OHS consultation process	BSBOHS502B Participate in the management of the OHS information and data systems	
BSBOHS403B Identify hazards and assess OHS risks	BSBOHS503B Assist in the design and development of OHS participative arrangements	
BSBOHS404B Contribute to the implementation of strategies to control OHS risk	BSBOHS504B Apply principles of OHS risk Management	
BSBOHS405B Contribute to the implementation of emergency procedures	BSBOHS505B Manage hazards in the work environment	
BSBOHS408A Assist with compliance with OHS and other relevant laws	n/a	
BSBOHS508B Participate in the investigation of incidents	BSBOHS508B Participate in the investigation of incidents	
BSBRK401A Identify risk and apply risk management processes	BSBRK501A Manage Risk	
BSBPMG510A Manage projects	BSBPMG510A Manage projects	

Occupational Health & Safety training programs are conducted regularly throughout the year.

Please refer to our website for full details and program dates:

<http://www.forsythestraining.com.au/trainingcourses/cert-iv-diploma-of-ohs.aspx>

RII09 Coal Training

Forsythes Training, in conjunction with *Col Joy Training Services, RTO ID 6491* offer a number of competencies from the **RII09 Resources and Infrastructure Training Package**.

The units of competency are:

- **RIIRIS301A: Apply Risk Management Processes**
- **RIIOHS301A: Communicate Information**
- **RIICOM301A: Conduct Health & Safety Investigation**
- **RIIRIS402A: Implement & Apply Risk Management Processes**

Course	Price*	Days	Jul	Aug	Sep	Oct	Nov	Dec
RIIRIS301A, RIIOHS301A, RIIRIS402A	\$900.00	2	5-6			3-4		
RIIRIS402A	\$900.00	2	11-12			10-11		

RII09 Units are conducted regularly throughout the year.

Please refer to our website for full details and program dates:

<http://www.forsythestraining.com.au/trainingcourses/coal-mining-competencies.aspx>

Qualifications in Competitive Manufacturing - Incorporating LEAN Methodologies & Consulting

Forsythes Training is partnering with RTO *Performance Frameworks* to offer the following qualification in Competitive Manufacturing:

- **MSA31108 Certificate III in Competitive Manufacturing**
- **MSA41108 Certificate IV in Competitive Manufacturing**

Forsythes Training's competitive manufacturing program comprises of modules that have been selected to maximise business outcomes, provide tools and templates for continuous improvement whilst implementing LEAN methodology on real workshop improvement projects.

Forsythes Training work in consultation with clients to tailor a training program encompassing relevant units of competency to match company specific goals and deliver improved business performance.

Competitive Manufacturing Training Programs are conducted regularly throughout the year.

Please refer to our website for full details and program dates:

<http://www.forsythestraining.com.au/trainingcourses/competitive-manufacturing.aspx>



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TAE40110: TRAINING & ASSESSMENT TRAINING PACKAGE QUALIFICATIONS

Forsythes Training partner with RTO **Local Government Training Institute, RTO ID 90870** to offer the following qualifications and training from the TAE04 Training and Assessment Training package:

- **Industry Trainer & Assessor - Statement of Attainment**
- **TAE40110 Certificate IV in Training & Assessment**
- **TAE40110 Certificate IV in Training & Assessment - Upgrade**

Industry Trainer & Assessor Full program fee is \$1550.00

This qualification is ideally suited to people who are training and assessing people's competency in a workplace/industry related environment. **On successful completion of assessments candidates will receive a Statement of Attainment in the following Units of Competency:**

Modules	Days	Dates
TAEDEL301A Provide work skill instruction (E)	2	11-12 Aug 3-4 Nov
TAEASS401A Plan assessment activities and processes (C) TAEASS402A Assess competence (C) TAEASS403A Participate in assessment validation (C)	4	20-22 Sep 7-9 Dec
Coaching Day	1	

TAE40110 Certificate IV in Training & Assessment Full program fee is \$3000.00

The Certificate IV in Training and Assessment is the national minimum standard formally required by professionals involved in training and assessment. This course provides all the skills necessary to conduct training and assessment in a professional manner.

Modules	Days	Dates
TAEDES402A Use training packages and accredited courses to meet client needs (C)	1	27 Oct
TAEDES401A Design and develop learning programs (C)	1	28 Oct
TAEDEL301A Provide work skill instruction (E) BSBCMM401A Make a presentation (E)	2	11-12 Aug 3-4 Nov
TAEDEL401A Plan organise and deliver work based learning (C) TAEDEL402A Plan organise and facilitate learning in the workplace (C)	1	26 Aug 18 Nov
TAEDEL404A Mentor in the workplace (E)	1	9 Sept 2 Dec
TAEASS401A Plan assessment activities and processes (C) TAEASS402A Assess competence (C) TAEASS403A Participate in assessment validation (C)	3	20-22 Sept 7-9 Dec
Coaching Day	1	30 Sep 16 Dec

TAE40110 Upgrade Full program fee is \$1550.00

The TAE40110Upgrade program is for trainers who currently hold the TAA40104 Certificate IV in Workplace Training & Assessment qualification. It is required to upgrade their qualification to the new TAE40110 Certificate IV in Training & Assessment qualification - the national minimum standard formally required by professionals involved in training and assessment.

Modules	Days	Date
Module 1 - Environment TAAENV401B Work effectively in vocational education & training TAAENV403B Ensure a healthy & safe learning environment	1	
TAEDES402A Use training packages and accredited courses to meet client needs (C)	1	
TAEDEL401A Plan organise and deliver work based learning (C) TAEDEL402A Plan organise and facilitate learning in the workplace (C)	1	
TAEASS401A Plan assessment activities and processes (C) TAEASS402A Assess competence (C) TAEASS403A Participate in assessment validation (C)	2	
Coaching Day		



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July to December 2011

IT PROFESSIONAL

The following Windows 2003, Vista and Windows 2008 courses are available during the following dates utilising the innovative Walk-In™ Learning Method:

12-16 July 26-30 July 9-13 August 23-27 August
 6-10 September 20-24 September 11-15 October 25-29 October
 8-12 November 22-26 November 6-10 December 20-24 December

Microsoft - Windows XP/2003

Course	Price	Days
2261 Supporting Users Running Microsoft Windows XP Operating Systems	\$1800.00	3
2262 Supporting Users Running Applications on a Microsoft Windows XP Operating System	\$1200.00	2
2272 Implementing & Supporting Microsoft Windows XP Professional	\$3000.00	5
2273 Managing & Maintaining a Microsoft Windows Server 2003 Environment	\$3000.00	5
2274 Managing a Windows Server 2003 Environment	\$3000.00	5
2275 Maintaining a Microsoft Windows Server 2003 Environment	\$1800.00	3
2276 Implementing a Microsoft Windows Server 2003 Network Infrastructure: Network Hosts	\$1200.00	2
2277 Implementing, Managing & Maintaining a MS Windows Server 2003 Network Infrastructure: Network Services	\$3000.00	5
2278 Planning & Maintaining a Microsoft Windows Server 2003 Network Infrastructure	\$3000.00	5
2279 Planning, Implementing & Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure	\$3000.00	5
2282 Designing a Microsoft Windows Server 2003 Active Directory & Network Infrastructure	\$3000.00	5
2285 Installing, Administering & Configuring Microsoft Windows XP Professional	\$1200.00	2
2823 Implementing & Administering Security in a Windows Server 2003 Network	\$3000.00	5

NEW! Microsoft - Vista

5115 Installing & Configuring the Windows Vista Operating System	\$1800.00	3
5116 Configuring Windows Vista Mobile Computing & Applications	\$1200.00	2
5118 Maintaining & Troubleshooting Windows Vista Computers	\$1800.00	3
5119 Supporting Windows Vista with Desktop Images & Application Packages	\$1200.00	2

NEW! Microsoft - Windows 2008

6416B Updating your Infrastructure & Active Directory Skills to Windows Server 2008 - NEW!	\$3000.00	5
6417B Updating Applications Infrastructure Technology Skills to Windows Server 2008 - NEW!	\$1800.00	3
6420 Fundamentals of Windows Server 2008 Network Infrastructure & Application Platform	\$3000.00	5
6421 Configuring & Troubleshooting a Windows Server 2008 Network Infrastructure	\$3000.00	5
6424 Fundamentals of Windows Server 2008 Active Directory	\$1800.00	3
6425A Configuring & Troubleshooting Windows Server 2008 Active Directory Domain Service - NEW!	\$3000.00	5
6426B Configuring Identity & Access Solutions with Windows Server 2008 Active Directory - NEW!	\$1800.00	3
6427B Configuring & Troubleshooting Internet Information Services in Windows Server 2008 - NEW!	\$1800.00	3
6428A Configuring & Troubleshooting Windows Server 2008 Terminal Services	\$1200.00	2
6430A Managing & Maintaining Windows Server 2008 Servers - NEW!	\$3000.00	5
6431A Managing & Maintaining Windows Server 2008 Network Infrastructure Servers - NEW!	\$1200.00	2
6432A Managing & Maintaining Windows Server 2008 Active Directory Servers - NEW!	\$1200.00	2
6435 Designing a Windows Server 2008 Network Infrastructure	\$3000.00	5
6436 Designing a Windows Server 2008 Active Directory Infrastructure & Services	\$3000.00	5
6437A Designing a Windows Server 2008 Applications Infrastructure	\$1800.00	3

Microsoft - Exchange

5049A Managing Messaging Security using Microsoft Exchange Server 2007	\$600.00	1
2400 Implementing & Managing Microsoft Exchange 2003	\$3000.00	5
3938 Updating Skills from Microsoft Exchange 2000/2003 to Microsoft Exchange Server 2007	\$1800.00	3
5047 Intro to Installing & Managing Microsoft Exchange Server 2007	\$1800.00	3
5050 Recovering Messaging Servers and Databases Using Exchange 2007	\$600.00	1
5051 Monitoring & Troubleshooting Microsoft Exchange Server 2007	\$1200.00	2



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