



Course	Code	Dur	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Aboriginal Cultural Awareness	eLACA	1 Day	Available to groups upon request											
BIMS – Introduction to BIMS and Mentor	WDBM	4 Hrs	Available to groups upon request											
BIMS – Introduction to BIMS and Mentor for HR	WDBMHR	4 Hrs												
BIMS – Foundation of HR Processing within DCS	WDFHRP	2 Days												
BIMS – Introduction to BIMS and Mentor for Purchasing and Requisitioning Officers	WDBMRP	1 Day												
BIMS – Introduction to BIMS and Mentor for Accounts Payable Officers	WDBMAC	1 Day												
BIMS – Using BIMS to Create, Modify & Delete APL's	WDBMALP	1 Day												
BIMS – Using BIMS to Administer Minor and Major Capital Works Projects within DCS	WDBMMCW	2 Days												
BIMS – Using BIMS to Manage Maintenance within DCS	WDBMM	2 Days												
BIMS – e-ConTrac™	WDEC	½ Day												
Business Writing Skills	WDDBW	1 Day												
Cert IV Business Admin Orientation	WDBA4	1 Day	Please contact the eLearning Unit for course dates											
Corrective Services Support Line (CSSL)	WDOCSSL	½ Day	Available to groups upon request											
Cultural Inclusiveness	eLCI	2 Days						11-12						
DCS Catsi	WDCATI	½ Day	Please contact the e-Learning Unit for course dates											
Disability Awareness	WDDA	1 Day			2									
Apply First Aid	WLAFAR*	2 Days		3-5	3-5		5-7	2-4	28-30	25-26	22-23		24-25	
Apply First Aid Reaccreditation	WLAFAR*	1 Day		11	10	7	12	16	7	4	1	1	10	1
Integrated Induction Program	CTCP3INT2	Up to 1 Wk		9-13			4-8		27-31		21-25			
Microsoft Access Introduction	eLMA1	2 Days										8-9		
Microsoft Access Intermediate	eLMA2	2 Days	Available to groups upon request											
Microsoft Excel Introduction	eLME1	2 Days		16-17		29-30			7-8		15-16		11-12	
Microsoft Excel Intermediate	eLME2	2 Days						17-18		30-1		28-29		
Microsoft Powerpoint	eLMP	2 Day						2-3				14-15		
Microsoft Word Introduction	eLMW1	2 Days									30-1			
Microsoft Word Intermediate	eLMW2	2 Days				20-21				13-14		21-22		

\* Some of these courses are conducted at local centres. Please contact your Regional T&D Co-ordinator or the Course Enrolment Officer (02-9804 5484) for details.

Course	Code	Dur	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
OIMS for New Recruits	WDONR	1 Day	To be conducted for New Recruits Primary Training											
OIMS Introduction & Enquiries	WDOIE	1 Day	All OIMS modules are available on-site and at the Academy based on demand. Application forms to be sent to the Academy and courses will be formed when enough numbers have been received.											
OIMS Intake	WDOA	1 Day												
OIMS Property	WDOP	2 Days												
OIMS Visits	WDOV	1 Day												
OIMS Urinalysis	WDOU	1 Day												
OIMS e-Case Notes	WDOECN	½ day												
OIMS Movements	WDOM	1 Day												
OIMS Clerical (COS)	WDOPCS	3 Days												
OIMS for Case Managers (COS)	WDOPCM	1 Day												
OIMS Offences in Custody	WDOOC	2 Hours												
OIMS e-LSIR	WDOLSIR	2 Hours												
OIMS e-Case Planning	WDOIMSECP	½ Day												
OIMS e-Case Management for Correctional Centres	WDOECMC	½ Day												
OIMS Sober Driver Program	WDOSDP	½ Day												
OIMS Train the Trainer	WDOTT	5 Days	Available to groups upon request											
Participate in Assessment Validation	eIVAL	1 Day	20		12	30		3	28		1		24	
PC Awareness	WD240	1 Day	Available to groups upon request											
Strategies for Dealing with Conflict	EHS140	2 Days			26-27		20-21		16-17				19-20	
Strategies for Dealing with Stress	EHS150	1 Day		12						20				
TRIM	eLTRIM	1 Day	29	24		16	22	22	27	10 26		1	25	
Workplace Assessment and Validation	eLWAV	5 days	13-15 28-29		3-5 18-19	1-3 15-16	12-14 27-28		1-3 14-15	10-12 26-27		7-9 21-22	10-12 26-27	
Workplace Training	eLWT	3 days		10-11 25	10-11 25	7-8 22		17-18 25	20-21 30	18-19 31	9-10 24		17-18 30	
Certificate IV in Training & Assessment Orientation	eLTAA	1 Day	Please contact eLearning Unit for information											

**Offender Programs Training Unit** **2009**

Course	Code	Dur	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
COS Community Service Orders	OPTCSO7	5 Days		9-13			4-8		20-24		21-25		23-27	
COS Community Service Orders Refresher	OPTCSOR7	1 Day				2						21		
COS Case Manager Training	OPTCM	5 Days		16-20		20-24		1-5			7-11			
COS Recruit Training	OPTCP47	9 Weeks		9 Feb - 10 April		4 May - 3 July					21 Sep - 20 Nov			
COSP	OPTCOSP	6 Weeks	On request											
COS Report Writing	OPTCRW	1 Day	On request											
Group Work Facilitation	OPTGWF	4 Days			16-19		18-21		6-9			12-15		7-10
LSI-R Training	OPTLSIR	2 Days				21-22		2-3			8-9 16-17		17-18	
LSI-R Refresher Training	OPTLSIRR	1 Day		10		21		26		17			2	9
Managing Young Adult Offenders	OPTMYAO7	2 Days				6-7						27-28		
Managing Sex Offenders	OPTMSO	2 Days	28-29		4-5			24-25				21-22		
Mental Health First Aid	OPTMHFA	2 Days		25-26		21-22			15-16			7-8		3-4
Motivational Interactions	OPTMI	3 Days			10-12		11-13			18-20			3-5	
Parole Training	OPTPTW	5 Days								3-7				
Risk Intervention Teams	OPTRIT7	2 Days		5-6		7-8			22-23			21-22		2-3
Suicide Awareness	OPTSA7	1 Day		2			6			13				1
Working with AOD Offenders	OPTAOD3	2 Days		3-4			14-15			5-6			19-20	
Working With Domestic Violence Offenders	OPTDVO7	2 Days			4-5			23-24			3-4			8-9

**Professional Development Unit**
**2009**

Course	Code	Dur	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Action Management Program	PDAMPDCA	10 Days		09/001 24-26 Phase 1	09/001 24-27 Phase 2		09/001 5-7 Phase 3  09/002 26-28 Phase 1	09/002 23-26 Phase 2		09/002 18-20 Phase 3	09/003 1-3 Phase 1  09/003 29-30 Phase 2	09/003 1-2 Phase 2 (cont)	09/003 3-5 Phase 3  09/004 17-19 Phase 1	09/004 8-11 Phase 2
Applied Project Management	PDAPM (PDPM is prerequisite)	2 Day											23-24	
Financial Management Fundamentals	PDFM	1 Day				6							9	
Project Management	PDPM	1 Day					21					22		
How to have those difficult conversations with employees	PDTT	1 Day		25					9					
Advanced Presentation Skills	PDAPS	1 Day			3			10			24			3
Australian Correctional Leadership Program	PDACL2	5 Days	Please contact Professional Development Unit regarding selection and dates											
Diploma of Correctional Admin WS	PDRECDCA	1 Day				21					23			
Executive Leadership Program	PDELPDCA	10 Days		09/001 16-20 Phase 1	09/001 30-31 Phase 2	09/001 1-3 Phase 2 (cont)	09/001 28 Pres  09/002 11-15 Phase 1	09/002 15-19 Phase 2	09/002 30 Pres	09/003 10-14 Phase 1	09/003 14-18 Phase 2		09/003 12 Pres	
Job Application & Interview Skills	PDJAIS	1 Day				8						19		
Merit Selection Training	PDMST	2 Days												
Merit Selection Refresher Workshop	PDMSTR	1 Day												
Frontline Management Program	PDFLMP	8 Days			09/001 17-20 Phase 1		09/001 19-22 Phase 2		09/002 7-10 Phase 1	09/002 18-21 Phase 2	09/003 8-11 Phase 1	09/003 13-16 Phase 2	09/004 10-13 Phase 1	09/004 8-11 Phase 2
Planning in the Workplace	PDWPL	1 Day				22						8		
Career Development Program 2	PDCDP		Please contact Professional Development Unit regarding selection and dates											
Women into Leadership	PDWIL	2 Days			12-13		21-22 W'gong				17-18 Dubbo		12-13	

DOCLIS														2009
Course	Code	Dur	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
DOCLIS Online Library Training	LIBODT	1 Day		18		15		17			30	21		16

Staff Health Services Unit														2009
Course	Code	Dur	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Safe Manual Handling Practices	EHS080	1 Day	Available to groups upon request											
OHS Consultation	EHS050	4 Day		17-18 24-25		14-15 21-22		9-10 16-17		11-12 18-19		20-21	5-6	9-10 15-16
OHS Risk Management For Supervisors & Managers	EHS070	1 Day		19		29		18		13				17
OHS Site Inspection	EHS070A	1 Day		11			6		22		23		25	
CSI Safety Procedures	EHSSPO	2 Day				27-28			20-21					7-8
CSI Safety Procedures Refresher	EHSSPOR	1 Day	Please contact Staff Health Services Unit regarding dates and locations											

\* Some of these courses are conducted at Correctional Centres. Please contact Course Enrolment Officer on (02) 9804 5484 for specific locations and availability.

**NOTE**  
**FOR ALL COURSES EXCEPT PRIMARY TRAINING (both Custodial & Offender Programs): Course availability is subject to change. Please contact the Course Enrolment Officer on (02) 9804 5484 for specific locations and availability.**