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# Foundation Skills Catalogue

Ph: (07) 3283 1997

Email: [enquiries@teach2learn.com.au](mailto:enquiries@teach2learn.com.au)

Postal Address: PO Box 71 Scarborough Qld 4020

Web: [teach2learn.com.au](http://teach2learn.com.au)





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# TRAINER & TEACHER RESOURCES



## Trainer Reference Guide & Reference Manuals

Code	Title	Price
TTGLLN	Initial LLN Assessment tool ACSF Level 1-5	\$100.00
TTG	Trainer/Teacher Guide This Guide references the Social, Community and Workplace Manuals for all 5 levels of the ACSF.	\$100.00
ACSF	Overview of ACSF Free with any purchase over \$100	\$100.00
CSFW	Overview of CSFW Free with any purchase over \$100	\$100.00

## Training and Education (TAE) Training Package

### TAE Training Materials - Learner and Assessor Guides

Code	Title	Price
DEL301	TADEL301B Provide work skill instruction	\$30.80
ASS301	TAEASS301B Contribute to assessment	\$30.80

### TAESS00009 Skill Set Training Materials - Learner and Assessor Guides

Code	Title	Price
LLN411	TAELLN411 Address adult language, literacy and numeracy skills	\$30.80
LLN412	TAELLN412 Access resources and support to address foundation skills in vocational practice	\$30.80
LLN413	TAELLN413 Integrate foundation skills into vocational delivery	\$30.80

# FOUNDATION SKILLS



# FOUNDATION SKILLS TRAINING PACKAGE

## Foundation Skills Qualification and Units

### Facilitator Guide

Code	Title	Price
FGFSK10113	FSK10113 Certificate I in Access to Vocational Pathways	\$22.00
FGFSK10213	FSK10213 Certificate I in Skills for Vocational Pathways	\$22.00
FGFSK20113	FSK20113 Certificate II in Skills for Work and Vocational Pathways	\$22.00

### FSK10113 Certificate I in Access to Vocational Pathways - Learner and Assessor Guides

#### CORE UNITS ONLY

Code	Title	Type	Price
FSKDIG01	Use digital technology for basic workplace tasks	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG04	Use basic strategies for work-related learning	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM03	Use whole numbers and money up to one thousand for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM04	Locate, compare and use highly familiar measurements for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKOCM02	Engage in basic spoken exchanges at work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKRDG04	Read and respond to basic workplace information	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKWTG03	Write basic workplace information	Assessor Guide Learner Guide	\$12.00 \$28.00

## Certificate I in Skills for Vocational Pathways - Learner and Assessor Guides

### CORE UNITS ONLY

Code	Title	Type	Price
FSKDIG02	Use digital technology for simple workplace tasks	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG08	Use simple strategies for work related learning	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM08	Identify and use whole numbers and simple fractions, decimals and percentages for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM09	Identify, measure and estimate familiar quantities for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKOCCM03	Participate in simple spoken interactions at work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKRDG07	Read and respond to simple workplace information	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKWTG06	Write simple workplace information	Assessor Guide Learner Guide	\$12.00 \$28.00

## Certificate II in Skills for Vocational Pathways - Learner and Assessor Guides

### CORE UNITS ONLY

Code	Title	Type	Price
FSKDIG03	Use digital technology for routine workplace tasks	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG09	Use strategies to respond to routine workplace problems	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG11	Use routine strategies for work related learning	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM15	Estimate, measure and calculate with routine metric measurements for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKOCCM07	Interact effectively with others at work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKRDG10	Read and respond to routine workplace information	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKWTG09	Write routine workplace texts	Assessor Guide Learner Guide	\$12.00 \$28.00

# Foundation Skills Training Package

## ELECTIVE UNITS

### ACSF Pre-level 1 - Learner and Assessor Guides

Code	Title	Type	Price
FSKLRG01	Prepare to participate in a learning environment	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKRDG01	Recognise highly familiar workplace signs and symbols	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKWTG01	Write personal details on basic workplace forms	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKOCM01	Participate in highly familiar spoken exchanges	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM01	Use beginning whole number skills and money up to one hundred for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM02	Use beginning skills related to time and 2D shapes for work	Assessor Guide Learner Guide	\$12.00 \$28.00

### ACSF Level 1 - Learner and Assessor Guides

Code	Title	Type	Price
FSKLRG02	Identify strategies to respond to basic workplace problems	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG03	Use basic strategies for career planning	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKRDG02	Read and respond to basic workplace signs and symbols	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKRDG03	Read and respond to basic workplace instructions	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKWTG02	Write basic workplace formatted texts	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM05	Identify and use some common 2D shapes for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM06	Use highly familiar maps and diagrams for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM07	Locate specific information in highly familiar tables, graphs and charts for work	Assessor Guide Learner Guide	\$12.00 \$28.00

# Foundation Skills Training Package

## ELECTIVE UNITS

### ACSF Level 2 - Learner and Assessor Guides

Code	Title	Type	Price
FSKLRG05	Use strategies to plan simple workplace tasks	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG06	Participate in work placement	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG07	Use strategies to identify job opportunities	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKRDG05	Read and respond to simple workplace procedures	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKRDG06	Read and respond to simple informal workplace texts	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKWTG04	Write simple informal workplace texts	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKWTG05	Complete simple workplace formatted texts	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM10	Identify and describe common 2D and some 3D shapes for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM11	Read and use familiar maps, plans and diagrams for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM12	Identify and interpret information in familiar tables, graphs and charts for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM13	Construct simple tables and graphs for work using familiar data	Assessor Guide Learner Guide	\$12.00 \$28.00

## ACSF Level 3 - Learner and Assessor Guides

Code	Title	Type	Price
FSKLRG10	Use routine strategies for career planning	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKRDG08	Read and respond to routine visual and graphic texts	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKRDG09	Read and respond to routine standard operating procedures	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKWTG07	Write routine formal workplace texts	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKWTG08	Complete routine workplace formatted texts	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKOCM04	Use oral communication skills to participate in workplace meetings	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKOCM05	Use oral communication skills for effective workplace presentations	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKOCM06	Use oral communication skills to participate in workplace teams	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM16	Interpret, draw and construct 2D and 3D shapes for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM17	Use routine maps and plans for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM18	Collect data and construct routine tables and graphs for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM19	Interpret routine tables, graphs and charts for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM20	Use basic functions of a calculator	Assessor Guide Learner Guide	\$12.00 \$28.00

## ACSF Level 4 - Learner and Assessor Guides

Code	Title	Type	Price
FSKLRG12	Apply strategies to plan and manage complex workplace tasks	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG13	Apply strategies to respond to complex workplace problems	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG14	Manage strategies for career progression	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG15	Manage own work related learning	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKRDG11	Read and respond to complex workplace information	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKWTG10	Write complex workplace texts	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKOCM08	Use oral communication skills to facilitate workplace negotiations	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKOCM10	Use oral communication skills for complex workplace presentations	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKOCM11	Use oral communication skills to facilitate workplace teams	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM21	Apply an expanding range of mathematical calculations for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM22	Use and apply ratios, rates and proportions for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM23	Estimate, measure and calculate measurements for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM25	Use detailed maps to plan travel routes for work	Assessor Guide Learner Guide	\$12.00 \$28.00

**If a unit of competency for the Foundation Skills training package is not listed in this catalogue, we develop them upon request. Please call our Head Office on (07) 3283 7881 to discuss.**

# FOUNDATION SKILLS TRAINING PACKAGE

## Contextualised Units of Competency

### Community Services Industry

Code	Title	Type	Price
FSKRDG10	Read and respond to routine workplace tasks	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG11	Use routine strategies for work-related learning	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKWTG09	Write routine workplace texts	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKOCM07	Interact effectively with others at work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG09	Use strategies to respond to routine workplace problems	Assessor Guide Learner Guide	\$12.00 \$28.00

### Security Services Industry

Code	Title	Type	Price
FSKRDG10	Read and respond to routine workplace tasks	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG11	Use routine strategies for work-related learning	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKWTG09	Write routine workplace texts	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKOCM07	Interact effectively with others at work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG09	Use strategies to respond to routine workplace problems	Assessor Guide Learner Guide	\$12.00 \$28.00

## Business Services Industry

Code	Title	Type	Price
FSKRDG10	Read and respond to routine workplace tasks	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG11	Use routine strategies for work-related learning	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKWTG09	Write routine workplace texts	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKOCM07	Interact effectively with others at work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG09	Use strategies to respond to routine workplace problems	Assessor Guide Learner Guide	\$12.00 \$28.00

## Horticulture Industry

Code	Title	Type	Price
FSKDIG03	Use digital technology for routine workplace tasks	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG09	Use strategies to respond to routine workplace problems	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG10	Use routine strategies for career planning	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG11	Use routines strategies for work-related learning	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM15	Estimate, measure and calculate routine metric measurements for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM19	Interpret routine tables, graphs and charts for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM20	Use basic functions of a calculator	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKOCM07	Interact effectively with others at work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKOCM04	Use oral communication skills to participate in workplace meetings	Assessor Guide Learner Guide	\$12.00 \$28.00

FSKRDG10	Read and respond to routine workplace information	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKRDG08	Read and respond to routine visual and graphic texts	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKWTG09	Write routine workplace texts	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKWTG08	Complete routine workplace formatted texts	Assessor Guide Learner Guide	\$12.00 \$28.00

## Beauty Services Industry

Code	Title	Type	Price
FSKDIG03	Use digital technology for routine workplace tasks	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG09	Use strategies to respond to routine workplace problems	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG10	Use routine strategies for career planning	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG11	Use routines strategies for work-related learning	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM15	Estimate, measure and calculate routine metric measurements for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKOCM07	Interact effectively with others at work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKOCM04	Use oral communication skills to participate in workplace meetings	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKOCM06	Use oral communication skills to participate in workplace teams	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKOCM05	Use oral communication skills for effective workplace presentations	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKRDG10	Read and respond to routine workplace information	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKRDG08	Read and respond to routine visual and graphic texts	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKWTG09	Write routine workplace texts	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKWTG08	Complete routine workplace formatted texts	Assessor Guide Learner Guide	\$12.00 \$28.00

## Retail Services Industry

Code	Title	Type	Price
FSKDIG03	Use digital technology for routine workplace tasks	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG09	Use strategies to respond to routine workplace problems	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG11	Use routines strategies for work-related learning	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM15	Estimate, measure and calculate routine metric measurements for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKOCM07	Interact effectively with others at work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKRDG10	Read and respond to routine workplace information	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKWTG09	Write routine workplace texts	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG10	Use routine strategies for career planning	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKOCM04	Use oral communication skills to participate in workplace meetings	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM19	Interpret routine tables, graphs and charts for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKRDG09	Read and respond to routine standard operating procedures	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKOCM06	Use oral communication skills to participate in workplace teams	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM20	Use basic functions of a calculator	Assessor Guide Learner Guide	\$12.00 \$28.00

## Construction Industry

Code	Title	Type	Price
FSKDIG03	Use digital technology for routine workplace tasks	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG09	Use strategies to respond to routine workplace problems	Assessor Guide Learner Guide	\$12.00 \$28.00

FSKLRG11	Use routines strategies for work-related learning	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM15	Estimate, measure and calculate routine metric measurements for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKOCM07	Interact effectively with others at work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKRDG10	Read and respond to routine workplace information	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKWTG09	Write routine workplace texts	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG10	Use routine strategies for career planning	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM19	Interpret routine tables, graphs and charts for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM20	Use basic functions of a calculator	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKOCM04	Use oral communication skills to participate in workplace meetings	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKRDG08	Read and respond to routine visual and graphic texts	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKWTG08	Complete routine workplace formatted texts	Assessor Guide Learner Guide	\$12.00 \$28.00

## Manufacturing Industry

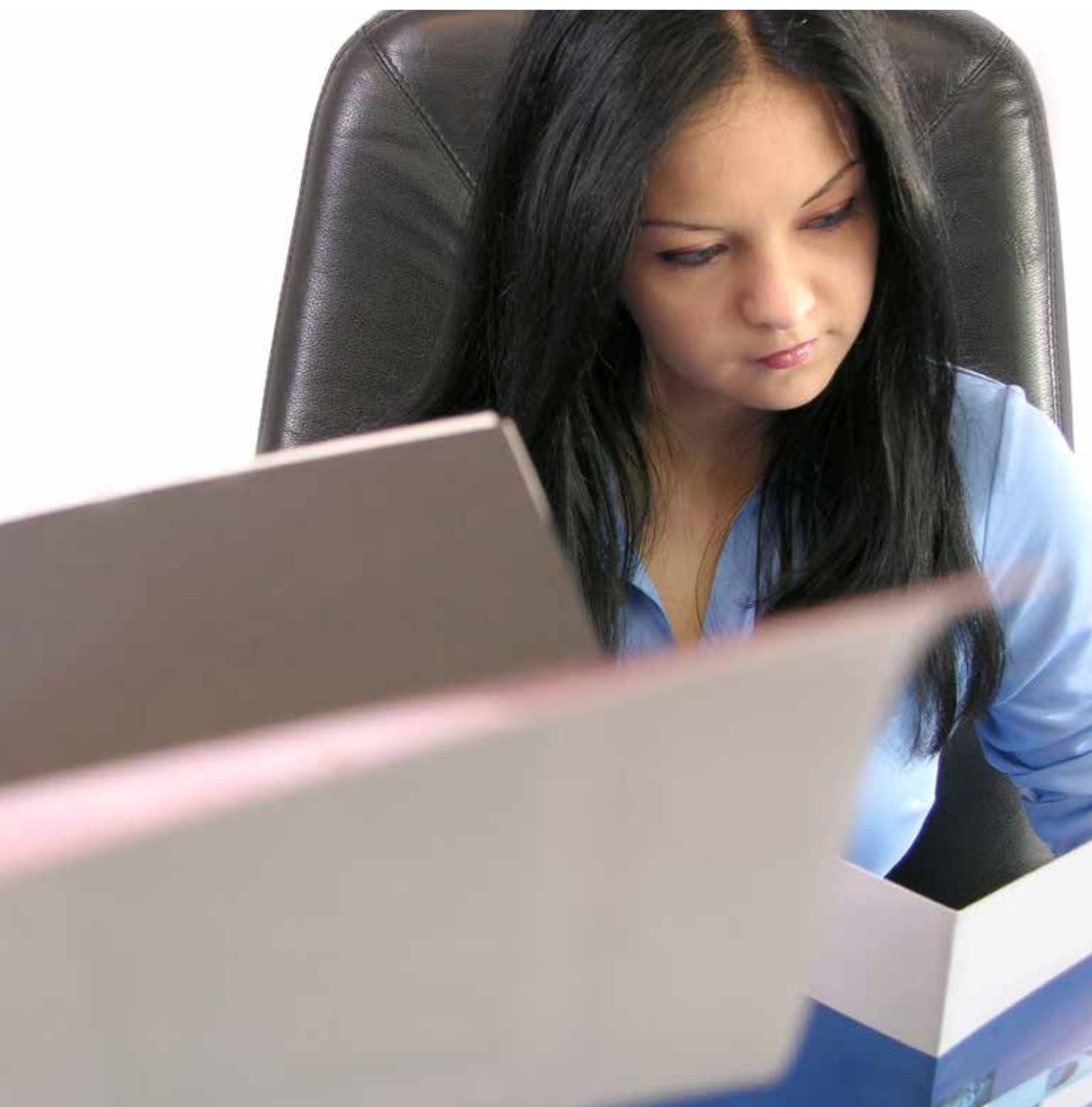
Code	Title	Type	Price
FSKDIG03	Use digital technology for routine workplace tasks	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG09	Use strategies to respond to routine workplace problems	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG11	Use routines strategies for work-related learning	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM15	Estimate, measure and calculate routine metric measurements for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKOCM07	Interact effectively with others at work	Assessor Guide Learner Guide	\$12.00 \$28.00

FSKRDG10	Read and respond to routine workplace information	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKWTG09	Write routine workplace texts	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG10	Use routine strategies for career planning	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM19	Interpret routine tables, graphs and charts for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM20	Use basic functions of a calculator	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKOCM04	Use oral communication skills to participate in workplace meetings	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKRDG08	Read and respond to routine visual and graphic texts	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKWTG08	Complete routine workplace formatted texts	Assessor Guide Learner Guide	\$12.00 \$28.00

## Tourism and Event Management Industry

Code	Title	Type	Price
FSKDIG03	Use digital technology for routine workplace tasks	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG09	Use strategies to respond to routine workplace problems	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG11	Use routines strategies for work-related learning	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM15	Estimate, measure and calculate routine metric measurements for work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKOCM07	Interact effectively with others at work	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKRDG10	Read and respond to routine workplace information	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKWTG09	Write routine workplace texts	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKLRG10	Use routine strategies for career planning	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKNUM19	Interpret routine tables, graphs and charts for work	Assessor Guide Learner Guide	\$12.00 \$28.00

FSKNUM20	Use basic functions of a calculator	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKOCM04	Use oral communication skills to participate in workplace meetings	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKRDG08	Read and respond to routine visual and graphic texts	Assessor Guide Learner Guide	\$12.00 \$28.00
FSKWTG08	Complete routine workplace formatted texts	Assessor Guide Learner Guide	\$12.00 \$28.00





# Social, Community and Workplace Foundation Skills

## Applied Core Skills

Code	Title	Price
LLNPRE1	Language, Literacy and Numeracy ACSF Pre-Level 1	\$145.00
LLNONE	Language, Literacy and Numeracy ACSF Level 1	\$145.00
LLNTWO	Language, Literacy and Numeracy ACSF Level 2	\$145.00
LLNTHREE	Language, Literacy and Numeracy ACSF Level 3	\$145.00

## Social and Workplace Activities

Code	Title	Type	Price
MANLLNN	Numeracy - ACSF Level 1 - 5	MANUAL	\$145.00
LLNN1	Numeracy - ACSF Level 1	WORKBOOK	\$30.80
LLNN2	Numeracy - ACSF Level 2	WORKBOOK	\$30.80
LLNN3	Numeracy - ACSF Level 3	WORKBOOK	\$30.80
LLNN4	Numeracy - ACSF Level 4	WORKBOOK	\$30.80
LLNN5	Numeracy - ACSF Level 5	WORKBOOK	\$30.80
MANLLNL	Learning - ACSF Level 1 - 5	MANUAL	\$145.00
LLNL1	Learning - ACSF Level 1	WORKBOOK	\$30.80
LLNL2	Learning - ACSF Level 2	WORKBOOK	\$30.80
LLNL3	Learning - ACSF Level 3	WORKBOOK	\$30.80
LLNL4	Learning - ACSF Level 4	WORKBOOK	\$30.80
LLNL5	Learning - ACSF Level 5	WORKBOOK	\$30.80

<b>Code</b>	<b>Title</b>	<b>Type</b>	<b>Price</b>
MANLLNR	Reading - ACSF Level 1 - 5	MANUAL	\$145.00
LLNR1	Reading - ACSF Level 1	WORKBOOK	\$30.80
LLNR2	Reading - ACSF Level 2	WORKBOOK	\$30.80
LLNR3	Reading - ACSF Level 3	WORKBOOK	\$30.80
LLNR4	Reading - ACSF Level 4	WORKBOOK	\$30.80
LLNR5	Reading - ACSF Level 5	WORKBOOK	\$30.80
MANLLNW	Writing - ACSF Level 1 - 5	MANUAL	\$145.00
LLNW1	Writing - ACSF Level 1	WORKBOOK	\$30.80
LLNW2	Writing - ACSF Level 2	WORKBOOK	\$30.80
LLNW3	Writing - ACSF Level 3	WORKBOOK	\$30.80
LLNW4	Writing - ACSF Level 4	WORKBOOK	\$30.80
LLNW5	Writing - ACSF Level 5	WORKBOOK	\$30.80
MANLLNOC	Oral Communication - ACSF Level 1 - 5	MANUAL	\$145.00
LLNOC1	Oral Communication - ACSF Level 1	WORKBOOK	\$30.80
LLNOC2	Oral Communication - ACSF Level 2	WORKBOOK	\$30.80
LLNOC3	Oral Communication - ACSF Level 3	WORKBOOK	\$30.80
LLNOC4	Oral Communication - ACSF Level 4	WORKBOOK	\$30.80
LLNOC5	Oral Communication - ACSF Level 5	WORKBOOK	\$30.80

Code	Title	Type	Price
MANLLNL1	ACSF Level 1 - Reading, Writing, Numeracy, Oral Communication & Learning Skills	MANUAL	\$145.00
MANLLNL2	ACSF Level 2 - Reading, Writing, Numeracy, Oral Communication & Learning Skills	MANUAL	\$145.00
MANLLNL3	ACSF Level 3 - Reading, Writing, Numeracy, Oral Communication & Learning Skills	MANUAL	\$145.00
MANLLNL4	ACSF Level 4 - Reading, Writing, Numeracy, Oral Communication & Learning Skills	MANUAL	\$145.00
MANLLNL5	ACSF Level 5 - Reading, Writing, Numeracy, Oral Communication & Learning Skills	MANUAL	\$145.00

## Core Skills for Work (CSfW) Workbooks and Manual

Code	Title	Type	Price
EMPMAN	Core Skills for Work	MANUAL	\$190.75
EMPTW	Interact with others - connect and work with others	WORKBOOK	\$30.80
EMPBR	Interact with others - communicate for work - recognise and utilise diverse perspectives	WORKBOOK	\$30.80
EMPWE	Navigate the world of work - work with roles, rights and protocols	WORKBOOK	\$30.80
EMPCW	Navigate the world of work - manage career and work life	WORKBOOK	\$30.80
EMPPS	Get the work done - identify and solve problems	WORKBOOK	\$30.80
EMPT	Get the work done - create and innovate - work in a digital world	WORKBOOK	\$30.80
EMPP0	Get the work done - plan and organise - make decisions	WORKBOOK	\$30.80

# VOCATIONAL LLN TEACHER/TRAINER



## AgriFood Pathways Workbooks and Manual

Code	Title	Type	Price
AGRIMAN	Certificate I in AgriFood Pathways	MANUAL	\$109.00
AGFCMN102A	Apply effective work practices	WORKBOOK	\$30.80
AGFCMN103A	Demonstrate care and apply safe practices at work	WORKBOOK	\$30.80
AGFCMN201A	Contribute to animal care through work activities	WORKBOOK	\$30.80
AGFCMN202A	Contribute to work activities to produce food	WORKBOOK	\$30.80

## AgriFood Operations Workbooks and Manual

Code	Title	Type	Price
AGRIOPSMAN	AgriFood Operations	MANUAL	\$381.50
AHCNSY101A	Support nursery work	WORKBOOK	\$30.80
AHCWRK101A	Maintain the workplace	WORKBOOK	\$30.80
AHCLSC101A	Support landscape work	WORKBOOK	\$30.80
AHCMOM203A	Operate basic machinery and equipment	WORKBOOK	\$30.80
AHCWRK204A	Work effectively in the industry	WORKBOOK	\$30.80
AHCMOM101A	Assist with routine maintenance of machinery and equipment	WORKBOOK	\$30.80
AHCCHM101A	Follow basic chemical safety rules	WORKBOOK	\$30.80
AHCNAR101A	Support natural area conservation	WORKBOOK	\$30.80
AHCPHT101A	Support horticultural production	WORKBOOK	\$30.80
AHCIRG101A	Support irrigation work	WORKBOOK	\$30.80
AHCPCM201A	Recognise plants	WORKBOOK	\$30.80
AHCTRF101A	Support turf work	WORKBOOK	\$30.80
AHCPGD101A	Support gardening work	WORKBOOK	\$30.80
AHCNAR102A	Support native seed collection	WORKBOOK	\$30.80

# Community Services and Health

## Disability Workbooks and Manual

Code	Title	Type	Price
DISMAN	Certificate III in Disability Work	MANUAL	\$109.00
CHCWHS312A	Follow WHS safety procedures for direct care work	WORKBOOK	\$30.80
CHCCOM302D-DI	Communicate appropriately with clients and colleagues	WORKBOOK	\$30.80
CHCCS305C	Assist clients with medication	WORKBOOK	\$30.80
CHCDIS220B	Prepare for disability work	WORKBOOK	\$30.80

## Health Support Workbooks and Manual

Code	Title	Type	Price
HELMAN	Certificate II in Health Support Services	MANUAL	\$109.00
HLTIN301C (LSS)	Comply with infection control policies and procedures in health work (Laundry Support Services)	WORKBOOK	\$30.80
HLTIN301C (CSS)	Comply with infection control policies and procedures in health work (Cleaning Support Services)	WORKBOOK	\$30.80
HLTIN301C (CPS)	Comply with infection control policies and procedures in health work (Client/Patient Support Services)	WORKBOOK	\$30.80
HLTIN301C (FSS)	Comply with infection control policies and procedures in health work (Food Support Services)	WORKBOOK	\$30.80

## Early Childhood Education and Care Workbooks and Manuals

Code	Title	Type	Price
CHSMAN	Certificate III in Early Childhood Education and Care	MANUAL	\$136.25
CHCLEG001	Work legally and ethically	WORKBOOK	\$30.80
CHCECE002	Ensure the health and safety of children	WORKBOOK	\$30.80
HLTAID004	Provide an emergency First Aid response in an education and care setting	WORKBOOK	\$30.80
CHCECE003	Provide care for children	WORKBOOK	\$30.80
CHCECE004	Promote and provide healthy food and drinks	WORKBOOK	\$30.80

## Aged Care Workbooks and Manual

Code	Title	Type	Price
AGEMAN	Certificate III in Aged Care Work	MANUAL	\$136.25
CHCAC318B	Work effectively with older people	WORKBOOK	\$30.80
CHCCOM302D-AC	Communicate appropriately with clients and colleagues	WORKBOOK	\$30.80
CHCICS303A	Support individual health and emotional wellbeing	WORKBOOK	\$30.80
CHCWHS312A-AC	Follow WHS safety procedures for direct care work	WORKBOOK	\$30.80
CHCORG303C	Participate effectively in the work environment	WORKBOOK	\$30.80

## Youth Workbooks and Manual

Code	Title	Type	Price
YOUUMAN	Certificate IV in Youth Work	MANUAL	\$109.00
CHCYTH002	Work effectively with young people in the youth work context	WORKBOOK	\$30.80
CHCPRT002-YO	Support the rights and safety of children and young people	WORKBOOK	\$30.80
CHCCOM403A	Use targeted communication skills to build relationships	WORKBOOK	\$30.80
CHCCS401C-YO	Facilitate responsible behaviour	WORKBOOK	\$30.80

## Community Services (Work Preparation) Workbooks and Manual

Code	Title	Type	Price
CMSMAN	Certificate I in Work Preparation (Community Services)	MANUAL	\$109.00
BSBCM101-CO	Apply basic communication skills	WORKBOOK	\$30.80
CHCCOM201C	Communicate with people accessing the services of the organisation	WORKBOOK	\$30.80
CHCCS401C-CO	Facilitate responsible behaviour	WORKBOOK	\$30.80
HLTWHS200A	Participate in WHS processes	WORKBOOK	\$30.80

# Construction and Property

## Cleaning Operations Workbooks and Manual

Code	Title	Type	Price
CLOMAN	Certificate I in Cleaning Operations	MANUAL	\$81.75
CPPCLO1040A	Prepare for work in the cleaning industry	WORKBOOK	\$30.80
CPPCLO1041A	Apply basic communication skills	WORKBOOK	\$30.80
CPPCMN2002A	Participate in workplace safety arrangements	WORKBOOK	\$30.80

## Construction Workbooks and Manual

Code	Title	Type	Price
CONMAN	Certificate I in Construction	MANUAL	\$218.00
CPCCCM1011A	Undertake basic estimation and costing	WORKBOOK	\$30.80
CPCCCM1012A	Work effectively and sustainably in the construction industry	WORKBOOK	\$30.80
CPCCCM1013A	Plan and organise work	WORKBOOK	\$30.80
CPCCCM1014A	Conduct workplace communication	WORKBOOK	\$30.80
CPCCCM1015A	Carry out measurements and calculations	WORKBOOK	\$30.80
CPCCCM2004A	Handle construction materials	WORKBOOK	\$30.80
CPCCOHS1001A	Work safely in the construction industry	WORKBOOK	\$30.80
CPCCVE1011A	Undertake a basic construction project	WORKBOOK	\$30.80

## Security Workbooks and Manual

Code	Title	Type	Price
SECMAN	Certificate II in Security Operations	MANUAL	\$190.75
CPPSEC1001A	Identify and report security risk situations	WORKBOOK	\$30.80
CPPSEC2001A	Communicate effectively in the security industry	WORKBOOK	\$30.80
CPPSEC2002A	Follow workplace safety procedures in the security Industry	WORKBOOK	\$30.80
CPPSEC2003B	Work effectively in the security industry	WORKBOOK	\$30.80
CPPSEC2005A	Work as part of a security team	WORKBOOK	\$30.80
CPPSEC2006B	Provide security services to clients	WORKBOOK	\$30.80
HLTFA301C	Apply first aid	WORKBOOK	\$30.80

## Innovation and Business

### Business (Certificate I) Workbooks and Manual

Code	Title	Type	Price
BUSMAN1	Certificate I in Business	MANUAL	\$218.00
BSBADM101	Use business equipment and resources	WORKBOOK	\$30.80
BSBCMM101-BU	Apply basic communication skills	WORKBOOK	\$30.80
BSBIND201-BU1	Work effectively in a business environment	WORKBOOK	\$30.80
BSBITU102	Develop keyboard skills	WORKBOOK	\$30.80
BSBLED101	Plan skills development	WORKBOOK	\$30.80
BSBWHS201-BU1	Contribute to health and safety of self and others	WORKBOOK	\$30.80
BSBSUS201-BU1	Participate in environmentally sustainable work practices	WORKBOOK	\$30.80
BSBWOR202-BU1	Organise and complete daily work activities	WORKBOOK	\$30.80

## Business (Certificate II) Workbooks and Manual

Code	Title	Type	Price
BUSMAN2	Certificate II in Business	MANUAL	\$327.00
BSBCMM201	Communicate in the workplace	WORKBOOK	\$30.80
BSBCUS201	Deliver a service to customers	WORKBOOK	\$30.80
BSBIND201-BU2	Work effectively in a business environment	WORKBOOK	\$30.80
BSBINM201	Process and maintain workplace information	WORKBOOK	\$30.80
BSBINM202	Handle mail	WORKBOOK	\$30.80
BSBINN201	Contribute to workplace innovation	WORKBOOK	\$30.80
BSBWHS201-BU2	Contribute to Health and Safety of self and others	WORKBOOK	\$30.80
BSBSUS201-BU2	Participate in environmentally sustainable work practices	WORKBOOK	\$30.80
BSBWOR202-BU2	Organise and complete daily work activities	WORKBOOK	\$30.80
BSBWOR203	Work effectively with others	WORKBOOK	\$30.80
BSBWOR204	Use business technology	WORKBOOK	\$30.80
FNSICGEN305B	Maintain daily financial/business records	WORKBOOK	\$30.80

## Business (Certificate III) Workbooks and Manual

Code	Title	Type	Price
BUSMAN3	Certificate III in Business - Advanced Diploma of Business	MANUAL	\$109.00
BSBWRT301	Write simple documents	WORKBOOK	\$30.80

## Business (Certificate IV) Workbooks

Code	Title	Type	Price
BSBWRT401	Write complex documents	WORKBOOK	\$30.80

## Business (Diploma) Workbooks

Code	Title	Type	Price
BSBPMG516	Manage project information and communication	WORKBOOK	\$30.80

## Business (Advanced Diploma) Workbooks

Code	Title	Type	Price
BSBPMG607	Direct communications management of a project program	WORKBOOK	\$30.80

## Creative Arts Workbooks

Code	Title	Type	Price
BSBITU302	Create electronic presentations	WORKBOOK	\$30.80
CULINL301A	Develop and use information literacy skills	WORKBOOK	\$30.80

## Information, Digital Media and Technology Workbooks and Manual

Code	Title	Type	Price
ITMAN	Certificate I in Information, Digital Media and Technology	MANUAL	\$136.25
ICAICT101A	Operate a personal computer	WORKBOOK	\$30.80
ICAICT102A	Operate a word processing application	WORKBOOK	\$30.80
ICAICT105A	Operate a spreadsheet application	WORKBOOK	\$30.80
ICAICT106A	Operate presentation packages	WORKBOOK	\$30.80
ICAICT103A	Use, communicate and search securely on the internet	WORKBOOK	\$30.80

# Manufacturing

## Automotive Workbooks and Manual

Code	Title	Type	Price
AUTMAN	Certificate I in Automotive Vocational Preparation	MANUAL	\$109.00
AURASA2002	Apply safe working practices in an automotive workplace	WORKBOOK	\$30.80
AURAMA2001	Work effectively with others	WORKBOOK	\$30.80
AURTTK2002	Use and maintain workplace tools and equipment	WORKBOOK	\$30.80
BSBCMM101-AU	Apply basic communication skills	WORKBOOK	\$30.80

# Mining

## Mining Workbooks

Code	Title	Type	Price
MINING1	Conduct local risk assessment	WORKBOOK	\$30.80
MINING2	Work safely and follow WHS policies and procedures	WORKBOOK	\$30.80



# Transport and Logistics

## Transport Workbooks and Manuals

Code	Title	Type	Price
TRANMAN	Certificate I in Transport and logistics (Pathways)	MANUAL	\$190.75
TLIA1001A	Secure cargo	WORKBOOK	\$30.80
TLIB1024A	Clean transportation units and facilities for passenger use	WORKBOOK	\$30.80
TLID1001A	Shift materials safely using manual handling methods	WORKBOOK	\$30.80
TLIF1001A	Follow occupational health and safety procedures	WORKBOOK	\$30.80
TLIG1001A	Work effectively with others	WORKBOOK	\$30.80
TLIL1001A	Complete workplace orientation/induction procedures	WORKBOOK	\$30.80
TLIO1002A	Follow security procedures when working with passengers and personnel	WORKBOOK	\$30.80

## Skills

### Forklift Licence Manual

Code	Title	Type	Price
FORMAN	Licence to operate a forklift truck: Plan work, Conduct routine checks, shift load, shutdown and secure forklift truck	MANUAL	\$109.00

## Service Skills

### Hospitality (Certificate I-II) Workbooks and Manual

Code	Title	Type	Price
HOSMAN1	Certificate I-II in Hospitality	MANUAL	\$136.25
SITHIND201	Source and use information on the hospitality industry	WORKBOOK	\$30.80
SITXCCS303	Provide service to customers	WORKBOOK	\$30.80
SITXCOM201	Show social and cultural sensitivity	WORKBOOK	\$30.80
SITXWHS101	Participate in safe work practices	WORKBOOK	\$30.80
SITXCCS101	Provide information and assistance	WORKBOOK	\$30.80
SITXFSA101	Use hygienic practices for food safety	WORKBOOK	\$30.80

### Hospitality (Certificate II-III) Workbooks and Manual

Code	Title	Type	Price
HOSMAN2	Certificate II-III in Hospitality	MANUAL	\$190.75
BSBWOR203-HO	Work effectively with others	WORKBOOK	\$30.80
SITXWHS101	Participate in safe work practices	WORKBOOK	\$30.80
SITXFSA101	Use hygienic practices for food safety	WORKBOOK	\$30.80
SITHIND201	Source and use information on the hospitality industry	WORKBOOK	\$30.80
SITXCOM201	Show social and cultural sensitivity	WORKBOOK	\$30.80
SITXINV201	Receive and store stock	WORKBOOK	\$30.80
SITXINV202	Maintain the quality of perishable items	WORKBOOK	\$30.80

## Hospitality (Certificate IV - Diploma) Workbooks and Manuals

Code	Title	Type	Price
HOSMAN3	Certificate III in Hospitality - Advanced Diploma of Hospitality	MANUAL	\$136.25
SITXFIN401	Interpret financial information	WORKBOOK	\$30.80
SITXFIN402	Manage finances within a budget	WORKBOOK	\$30.80
SITXHRM401	Roster staff	WORKBOOK	\$30.80
SITXINV401	Control stock	WORKBOOK	\$30.80
SITXWHS401	Implement and monitor work health and safety practices	WORKBOOK	\$30.80

## Retail Services (Certificate I) Workbooks and Manuals

Code	Title	Type	Price
RETMAN1	Certificate I in Retail Services	MANUAL	\$136.25
SIRXCLM101	Organise and maintain work areas	WORKBOOK	\$30.80
SIRXCOM101	Communicate in the workplace to support team and customer outcomes	WORKBOOK	\$30.80
SIRXICT001A	Operate retail technology	WORKBOOK	\$30.80
SIRXIND101	Work effectively in a customer service environment	WORKBOOK	\$30.80
SIRXWHS101	Apply safe working practices	WORKBOOK	\$30.80

## Retail Services (Certificate II) Workbooks and Manuals

Code	Title	Type	Price
RETMAN2	Certificate II in Retail Services	MANUAL	\$136.25
SIRXFIN201	Balance and secure point-of-sale terminal	WORKBOOK	\$30.80
SIRXCCS201	Apply point-of-sale handling procedures	WORKBOOK	\$30.80
SIRXCCS202	Interact Customers	WORKBOOK	\$30.80
SIRXRSK201	Minimise loss	WORKBOOK	\$30.80
SIRXINV001A	Perform stock control procedures	WORKBOOK	\$30.80

# Electrotechnology

## Electrotechnology Workbooks and Manual

Code	Title	Type	Price
ELECMAN	Certificate II in Electrotechnology	MANUAL	\$54.50
UEENEEE102A	Fabricate, assemble and dismantle utilities industry components	WORKBOOK	\$30.80
UEENEEE104A	Solve problems in d.c. circuits	WORKBOOK	\$30.80

# Beauty and Hairdressing

## Beauty Workbooks and Manual

Code	Title	Type	Price
BEAMAN	Certificate III in Beauty Services – Diploma of Beauty Therapy	MANUAL	\$109.00
SIRXCOM001A	Communicate in the workplace	WORKBOOK	\$30.80
SIBXCCS202A-B	Provide service to clients	WORKBOOK	\$30.80
SIBBCCS302A	Advise on beauty services	WORKBOOK	\$30.80
SIBBCCS403A	Recognise body structures and systems in a beauty therapy context	WORKBOOK	\$30.80

## Hairdressing Workbooks and Manual

Code	Title	Type	Price
HAIMAN	Certificate III – Certificate IV in Hairdressing	MANUAL	\$109.00
SIBXCCS202A – H	Provide service to clients	WORKBOOK	\$30.80
SIHHBAS201A	Perform shampoo and basin services	WORKBOOK	\$30.80
SIHHTLS401A	Provide technical leadership within the hairdressing context	WORKBOOK	\$30.80
SIHHTLS402A	Research and utilise hairdressing trends to advance creative work	WORKBOOK	\$30.80

## Animal Studies

### Animal Studies Workbooks and Manual

Code	Title	Type	Price
ANIMAN	Certificate I in Animal Studies	MANUAL	\$136.25
ACMGAS101A	Investigate job opportunities in animal care And related industries	WORKBOOK	\$30.80
ACMGAS102A	Catch and handle a wide range of animals	WORKBOOK	\$30.80
ACMGAS103A	Assist in the care of animals	WORKBOOK	\$30.80
ACMGAS202A	Participate in workplace communications	WORKBOOK	\$30.80
ACMOHS201A	Participate in occupational health and safety processes	WORKBOOK	\$30.80

## Telecommunications

### Telecommunications Workbooks and Manual

Code	Title	Type	Price
TELMAN	Certificate II in Telecommunications	MANUAL	\$109.00
ICTCBL2068A	Install a telecommunications service to a building	WORKBOOK	\$30.80
ICTPMG2173A	Plan, organise and undertake work activities	WORKBOOK	\$30.80
CPCCOHS1001A-TE	Work safely in the construction industry	WORKBOOK	\$30.80
ICTWHS2170B	Follow work health and safety and environmental policies and procedures	WORKBOOK	\$30.80
ICTWOR2141A	Work effectively in a telecommunications technology team	WORKBOOK	\$30.80

## Industry Focused Manuals

### Construction and Allied Industries

Code	Title	Type	Price
WHSMAN3	Workplace Health and Safety	MANUAL	\$75.00

### Commercial and Allied Industries

Code	Title	Type	Price
WHSMAN2	Workplace Health and Safety	MANUAL	\$75.00

### Community and Allied Industries

Code	Title	Type	Price
WHSMAN1	Workplace Health and Safety	MANUAL	\$75.00

## Communication Workbooks and Manuals

### Retail and Business Industry Areas IELTS Aligned

Code	Title	Type	Price
IELTSMAN	Communication - IELTS Aligned	MANUAL	\$136.25
IELTS-COM001	Certificate I in Retail - Operations Communicate in the workplace	WORKBOOK	\$30.80
IELTS-CMM101	Certificate I in Business - Apply basic communication skills	WORKBOOK	\$30.80
IELTS-WRT401	Certificate IV in Business - Write complex documents	WORKBOOK	\$30.80
IELTS-PMG516	Diploma of Business - Manage project information and communication	WORKBOOK	\$30.80
IELTS-PMG607	Advanced Diploma of Business (Record Keeping) Direct communications management of a project/ program	WORKBOOK	\$30.80



# ORDERING











Ph: (07) 3283 1997  
Email: [enquiries@teach2learn.com.au](mailto:enquiries@teach2learn.com.au)  
Postal Address: PO Box 71 Scarborough Qld 4020  
Web: [teach2learn.com.au](http://teach2learn.com.au)