



Catalogue Price List at 20/05/2012

Pricing subject to change

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
AHCARB202A	Fell small trees	\$32.60	\$66.20
AHCARB205A	Operate and maintain chainsaws	\$23.00	\$47.00
AHCCHM303A	Prepare and apply chemicals	\$33.20	\$67.40
AHCCHM304A	Transport, handle and store chemicals	\$19.70	\$40.40
AHCOHS301A	Contribute to OHS processes	\$23.30	\$47.60
AHCPMG301A	Control weeds	\$35.00	\$71.00
AHCPMG302A	Control plant pests, diseases and disorders	\$36.80	\$74.60
AQUA038/04	Use hand and power tools (04)		\$63.60
BSBADM307B	Organise schedules	\$8.90	\$18.80
BSBADM405B	Organise meetings	\$11.90	\$24.80
BSBADM406B	Organise business travel	\$18.80	\$38.60
BIZ001	Manage the establishment and maintenance of a workgroup network		\$40.91
BIZ005	Plan and manage conferences		\$40.91
BIZ003	Manage payroll		\$40.91
BIZ004	Manage business document design and development		\$40.91
BSBCMM401A	Make a presentation	\$21.50	\$44.00
BSBCMN201A	Work effectively in a business environment		\$28.40
BSBCMN203A	Communicate in the workplace	\$17.00	\$35.00
BSBCMN204A	Work effectively with others		\$29.00
BSBCMN206A	Process and maintain workplace information	\$17.30	\$35.60
BSBCMN302A	Organise personal work priorities and development		\$35.60
BSBCMN303A	Contribute to effective workplace relationships		\$42.20
BSBCMN305A	Organise workplace information	\$21.50	\$44.00
BSBCUS201A	Deliver a service to customers	\$13.70	\$28.40
BSBCUS301A	Deliver and monitor a service to customers	\$21.50	\$44.00
BSBCUS401B	Coordinate implementation of customer service strategies	\$24.20	\$49.40

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
RBM017	Use and maintain electronic mail system		\$40.00
BSBFIA302A	Process payroll		\$33.80
BSBFIA303A	Process accounts payable and receivable	\$25.40	\$51.80
BSBFIA303A & BSBFIA304A	Process accounts payable and receivable & Maintain a general ledger	\$32.00	\$65.00
BSBFIA304A	Maintain a general ledger	\$15.50	\$32.00
BSBFLM303C-H	Contribute to effective workplace relationships - Health flavour	\$20.90	\$42.80
BSBIND201A	Work effectively in a business environment	\$14.90	\$30.80
BSBINM201A	Process and maintain workplace information	\$14.60	\$30.20
BSBINM201A-A	Process and maintain workplace information - Aged Care Flavour	\$14.60	\$30.20
BSBINM201A-CS	Process and maintain workplace information - Community Services Flavour	\$14.60	\$30.20
BSBINM202A	Handle mail	\$8.60	\$18.20
BSBINM301A	Organise workplace information	\$20.30	\$41.60
BSBINN201A	Contribute to workplace innovation	\$9.80	\$20.60
BSBINN301A	Promote innovation in a team environment	\$21.80	\$44.60
BSBITU201A	Produce simple word processed documents	\$17.90	\$36.80
BSBITU202A	Create and use spreadsheets	\$18.20	\$37.40
BSBITU203A	Communicate electronically	\$10.40	\$21.80
BSBITU302A	Create electronic presentations	\$23.00	\$47.00
BSBITU303A	Design and produce text documents		\$46.40
BSBITU304A	Produce spreadsheets	\$22.10	\$50.20
BSBITU307A	Develop keyboarding speed and accuracy	\$9.50	\$20.00
BSBITU309A	Produce desktop published documents	\$21.50	\$49.00
BSBITU401A	Design and develop complex text documents	\$29.60	\$65.20
BSBMED201A	Use basic medical terminology	\$11.60	\$24.20
BSBMGT605A	Provide leadership across the organisation	\$20.30	\$41.60
RBM007	Manage risk		\$40.91
BSBMKG413A	Promote products and services	\$23.00	\$47.00
BSBOHS201A	Participate in OHS processes	\$15.20	\$31.40
BSBOHS407A	Monitor a safe workplace	\$18.80	\$38.60

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
BSBREL401A	Establish networks	\$28.40	\$57.80
BSBRES401A	Analyse and present research information	\$23.30	\$47.60
BSBR501A	Manage risk	\$11.90	\$24.80
RBM015	Undertake financial planning		\$40.91
BSBWOR202A	Organise and complete daily work activities	\$14.00	\$29.00
BSBWOR203A	Work effectively with others	\$12.50	\$26.00
BSBWOR204A	Use business technology	\$16.10	\$33.20
BSBWOR204A-A	Use business technology - Aged care flavour	\$16.10	\$33.20
BSBWOR404A-CS	Develop work priorities - Community Services flavour	\$16.10	\$33.20
BSBWRT301A	Write simple documents	\$18.20	\$37.40
BSBWRT401A	Write complex documents	\$21.50	\$44.00
CHC20108	Certificate II in Community Services - Core Units	\$54.20	\$109.40
CHC20202	Certificate II in Community Services Work - Core Units		\$92.00
CHC30102-1	Certificate III in Aged Care work - Volume 1	\$49.40	\$99.80
CHC30102-2	Certificate III in Aged Care Work - Volume 2	\$62.30	\$125.60
CHC30102-3	Certificate III in Aged Care work - Volume 3	\$40.40	\$81.80
CHC30102-A	CHC30102 - Certificate III in Aged Care Work - Core Units - Assessment tasks		\$47.00
CHC30108-1	Certificate III in Community Services Work - Volume 1	\$56.60	\$114.20
CHC30108-2	CHC30108 Certificate III in Community Services Work - Volume 2	\$36.50	\$74.00
CHC30108-3	CHC30108 Certificate III in Community Services Work - Volume 3	\$46.70	\$94.40
CHC30108-M	Mapping guide for CHC30108 Certificate III in Community Services	\$7.40	\$15.80
CHC30302-1	Certificate III in Disability work - Volume 1		\$124.40
CHC30302-2	Certificate III in Disability work - Volume 2		\$99.20
CHC30302-3	Certificate III in Disability work - Volume 3		\$104.60
CHC30802-1	Certificate III in Community Services Work - Volume 1	\$41.30	\$83.60
CHC30802-2	Certificate III in Community Services Work - Volume 2	\$58.10	\$119.20
CHC30802-3	Certificate III in Community Services Work - Volume 3	\$49.70	\$100.40
CHC30802-A	Certificate III in Community Services Work - Core units - Assessment tasks		\$37.40
CHC40408-1	Introduction to AOD work - CHC40408 Certificate IV in Alcohol and other drugs	\$46.70	\$94.40

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
CHC40408-2	Specialised communication - CHC40408 Certificate IV in Alcohol and other drugs	\$32.60	\$66.20
CHC40408-3	Organisational practice - CHC40408 Certificate IV in Alcohol and other drugs	\$36.20	\$73.40
CHC40408-4	AOD service provision, Part 1 - CHC40408 Certificate IV in Alcohol and other drugs	\$35.60	\$72.20
CHC40408-5	AOD service provision, Part 2 - CHC40408 Certificate IV in Alcohol and other drugs	\$40.40	\$81.80
CHC40408-6	Reflective practice - CHC40408 Certificate IV in Alcohol and other drugs	\$28.70	\$58.40
CHC40608-1	CHC40608 Certificate IV in Leisure and Health - Cluster 1	\$40.70	\$82.40
CHC40608-2	CHC40608 Certificate IV in Leisure and Health - Cluster 2	\$51.20	\$103.40
CHC40608-3	CHC40608 Certificate IV in Leisure and Health - Cluster 3	\$35.00	\$71.00
CHC41702-1	CHC41702 Certificate IV in Alcohol and other drugs work – Volume 1		\$101.60
CHC41702-2	CHC41702 Certificate IV in Alcohol and other drugs work – Volume 2		\$111.80
CHC41702-3	CHC41702 Certificate IV in Alcohol and other drugs work – Volume 3		\$111.20
CHC41702-5	CHC41702 Certificate IV in Alcohol and other drugs work – Volume 5		\$77.80
CHC41808/CHC41908-1	Introduction to Certificate IV in Youth Work / Youth Justice	\$54.20	\$109.40
CHC41808/CHC41908-2	Legislation, ethics and cultural diversity in Youth Work / Youth Justice	\$31.40	\$63.80
CHC41808/CHC41908-3	Working effectively with youth	\$35.00	\$71.00
CHC41808/CHC41908-4	Support client self-management and response holistically to their needs	\$31.40	\$65.80
CHC41808/CHC41908-5	Work within a Youth Work / Youth Justice community development framework	\$18.80	\$38.60
CHC41808/CHC41908-6	Respond to critical situations in Youth Work / Youth Justice	\$14.30	\$29.60
CHC41808/CHC41908-7A	Youth justice in the community	\$30.80	\$62.60
CHC41808/CHC41908-7B	Youth justice in secure settings	\$33.50	\$68.00
CHC41808/CHC41908-8	Participate effectively in the work environment	\$15.20	\$31.40
CHC41908-1	Certificate IV in Youth Justice - Cluster 1	\$30.50	\$62.00
CHC41908-2	Certificate IV in Youth Justice - Cluster 2	\$41.60	\$84.20
CHC41908-3	Certificate IV in Youth Justice - Cluster 3	\$40.70	\$82.40
CHC41908-4	Certificate IV in Youth Justice - Cluster 4	\$39.80	\$80.60
CHC41908-5	Certificate IV in Youth Justice - Cluster 5	\$28.10	\$57.20
CHC41908-6	Certificate IV in Youth Justice - Cluster 6	\$37.40	\$75.80
CHC41908-7	Certificate IV in Youth Justice - Cluster 7	\$32.30	\$65.60
CHC50208-1	Specialised communication - CHC50208 Diploma of Community Services (Alcohol and other drugs)	\$49.40	\$99.80

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
CHC50408-1	Specialised communication: CHC50408 Diploma of Community Services (Alcohol and Other Drugs and Mental Health) - Volume 1	\$40.40	\$81.80
CHC50408-2	AOD/MH service provision - Part 1: CHC50408 Diploma of Community Services (Alcohol and Other Drugs and Mental Health) - Volume 2	\$48.50	\$98.00
CHC50408-3	AOD/MH service provision - Part 2: CHC50408 Diploma of Community Services (Alcohol and Other Drugs and Mental Health) - Volume 3	\$50.30	\$101.60
CHC50408-4	Mental health service provision: CHC50408 Diploma of Community Services (Alcohol and Other Drugs and Mental Health) - Volume 4	\$45.50	\$92.00
CHC50408-5	Advanced AOD skills: CHC50408 Diploma of Community Services (Alcohol and Other Drugs and Mental Health) - Volume 5	\$21.50	\$44.00
CHC50408-6	Organisational practice: CHC50408 Diploma of Community Services (Alcohol and Other Drugs and Mental Health) - Volume 6	\$58.70	\$118.40
CHC50408-7	Reflective practice: CHC50408 Diploma of Community Services (Alcohol and Other Drugs and Mental Health) - Volume 7	\$27.20	\$55.40
CHC50408-M	Mapping guide for CHC50408 Diploma of Community Services (Alcohol and Other Drugs and Mental Health)	\$14.90	\$30.80
CHC50702-1	Diploma of community welfare work - Volume 2		\$42.80
CHCAC12C	Provide services to an older person with complex needs		\$54.20
CHCAC15A	Provide care support which is responsive to the specific nature of dementia		\$21.80
CHCAC1C	Provide support to an older person		\$60.80
CHCAC2C	Provide personal care	\$32.00	\$65.00
CHCAC317A	Support older people to maintain their independence	\$16.40	\$33.80
CHCAC318A	Work effectively with older people	\$35.90	\$72.80
CHCAC319A	Provide support to people living with dementia	\$14.00	\$29.00
CHCAC3C	Orientation to aged care work		\$46.40
CHCAC412A	Provide services to older people with complex needs	\$30.50	\$62.00
CHCAC416A	Facilitate support responsive to the specific nature of dementia	\$17.60	\$36.20
CHCAC417A	Implement interventions with older people at risk of falls	\$16.70	\$34.40
CHCAC4B	Assist in the provision of an appropriate environment		\$23.60
CHCAC6C	Support the older person meet their emotional and psychosocial needs		\$53.00
CHCAC7C	Plan and monitor service delivery plans		\$50.00
CHCAD1C	Advocate for clients		\$33.20
CHCAD2C	Support the interests, rights and needs of clients within duty of care requirements		\$35.60
CHCAD3A	Undertake systems advocacy		\$43.40

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
CHCAD401D	Advocate for clients	\$18.50	\$38.00
CHCAD504A	Provide advocacy and representation services	\$23.90	\$48.80
CHCAD603A	Provide systems advocacy services	\$24.50	\$50.00
CHCADMIN1B	Undertake basic administrative duties		\$42.20
CHCADMIN201C	Undertake basic administrative duties	\$14.60	\$30.20
CHCADMIN2B	Provide administrative support		\$41.00
CHCADMIN302C	Provide administrative support	\$17.90	\$36.80
CHCADMIN302D	Provide administrative support	\$17.60	\$36.20
CHCADMIN305D	Work within the administration protocols of the organisation	\$30.80	\$62.60
CHCADMIN305E	Work within the administration protocols of the organisation	\$29.60	\$60.20
CHCADMIN3B	Undertake administrative work		\$42.20
CHCADMIN403C	Undertake administrative work	\$22.70	\$46.40
CHCADMIN4B	Manage the organisation's finances, accounts and resources		\$36.20
CHCADMIN508A	Manage limited budgets and financial accountabilities	\$12.50	\$26.00
CHCADMIN5C	Work within the administration protocols of the organisation		\$61.40
CHCAOD10A	Work with clients who have alcohol and/or other drugs issues		\$81.20
CHCAOD11A	Provide advanced interventions to meet the needs of clients with alcohol and/or other drugs		\$56.60
CHCAOD1C	Introduction to alcohol and other drugs work		\$39.80
CHCAOD201D	Prepare for alcohol and other drugs work	\$23.30	\$47.60
CHCAOD2C	Orientation to the alcohol and other drugs sector		\$51.80
CHCAOD402A	Work effectively in the alcohol and other drugs sector	\$50.30	\$101.60
CHCAOD402B	Work effectively in the alcohol and other drugs sector	\$50.30	\$101.60
CHCAOD406D	Work with clients who are intoxicated	\$30.20	\$61.40
CHCAOD407D	Provide needle and syringe services	\$13.10	\$27.20
CHCAOD408A	Assess needs of clients with alcohol and/or other drugs issues	\$46.40	\$93.80
CHCAOD409D	Provide alcohol and or other drug withdrawal services	\$25.70	\$52.40
CHCAOD411A	Provide interventions for people with alcohol and other drug issues	\$28.10	\$57.20
CHCAOD4C	Support people with alcohol and/or other drugs issues		\$42.20
CHCAOD510A	Work effectively with clients with complex alcohol and/or other drugs issues	\$45.50	\$92.00

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
CHCAOD511B	Provide advanced interventions to meet the needs of clients with alcohol and/or other drug issues	\$24.80	\$50.60
CHCAOD512A	Develop and implement a behaviour response plan	\$20.00	\$41.00
CHCAOD513A	Provide relapse prevention strategies	\$14.30	\$29.60
CHCAOD6B	Work with clients who are intoxicated		\$66.20
CHCAOD8C	Assess the needs of clients who have alcohol and/or other drugs issues		\$52.40
CHCAOD9C	Provide alcohol and/or other drug withdrawal services		\$63.80
CHCCD12D	Apply a community development framework		\$59.00
CHCCD13C	Work within specific communities		\$30.80
CHCCD14B	Implement a community development strategy		\$50.00
CHCCD15B	Develop and implement a community development strategy		\$36.20
CHCCD1C	Support community participation		\$40.40
CHCCD401D	Support community participation	\$22.10	\$45.20
CHCCD404D	Develop and implement community programs	\$29.30	\$59.60
CHCCD412A	Work within a community development framework	\$28.10	\$57.20
CHCCD412B	Work within a community development framework	\$27.20	\$55.40
CHCCD413D	Work within specific communities	\$18.50	\$38.00
CHCCD505D	Develop community resources	\$15.80	\$32.60
CHCCD514A	Implement community development strategies	\$25.70	\$52.40
CHCCD5C	Develop community resources		\$29.60
CHCCD7B	Support community resources		\$35.00
CHCCH427A	Work effectively with people experiencing or at risk of homelessness	\$33.50	\$68.00
CHCCHILD401A	Identify and respond to children and young people at risk	\$19.70	\$40.40
CHCCHILD404A	Support the rights and safety of children and young people	\$20.00	\$41.00
CSY149/02	Orientation to child protection and out of home care for children and young people (02)		\$35.00
CHCCM2C	Establish and monitor a case plan		\$45.80
CHCCM3B	Develop, facilitate and monitor all aspects of case management		\$57.20
CHCCM401D	Undertake case management	\$19.10	\$39.20
CHCCM402D	Establish and monitor a case plan	\$32.00	\$65.00
CHCCM404A	Undertake case management for clients with complex needs	\$22.70	\$46.40

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
CHCCM4B	Promote high quality case management		\$32.00
CHCCM503C	Develop, facilitate and monitor all aspects of case management	\$23.90	\$48.80
CHCCM504C	Promote high quality case management	\$23.60	\$48.20
CHCCOM1B	Communicate with people accessing the services of the organisation		\$24.20
CHCCOM201C	Communicate with people accessing the services of the organisation	\$16.10	\$33.20
CHCCOM2B	Communicate appropriately with clients and colleagues	\$14.60	\$30.20
CHCCOM2B-A	Communicate appropriately with clients and colleagues - Aged care flavour		\$30.20
CHCCOM2B-D	Communicate appropriately with clients and colleagues - Disability work flavour		\$30.20
CHCCOM2B-Y	Communicate appropriately with clients and colleagues - Youth work flavour		\$30.20
CHCCOM302C	Communicate appropriately with clients and colleagues	\$20.90	\$42.80
CHCCOM3C	Utilise specialist communication skills to build strong relationships		\$53.00
CHCCOM403A	Use targeted communication skills to build relationships	\$30.50	\$62.00
CHCCOM403A-A	Use targeted communication skills to build relationships – Aged Care flavour	\$30.50	\$62.00
CHCCOM403A-D	Use targeted communication skills to build relationships – Disability Work flavour	\$30.50	\$62.00
CHCCOM403A-LH	Use targeted communication skills to build relationships – Leisure and health flavour	\$30.50	\$62.00
CHCCOM4B	Develop, implement and promote effective communication techniques		\$51.80
CHCCOM504A	Develop, implement and promote effective workplace communication	\$24.20	\$49.40
CHCCS0C	Deliver service to clients		\$36.80
CSG129/02	Develop a service delivery strategy (02)		\$45.00
CHCCS1B	Deliver and monitor service to clients		\$58.40
CHCCS200D	Deliver service to clients	\$15.80	\$32.60
CHCCS201A	Prepare for work in the community services industry		\$28.40
CHCCS211A	Prepare for work in the community sector	\$24.20	\$49.40
CHCCS2C	Deliver and develop client service		\$54.20
CHCCS2C-A	Deliver and develop client service - Aged care flavour		\$54.20
CHCCS301A	Work within a legal and ethical framework		\$49.40
CHCCS301A-A	Work within a legal and ethical framework - Aged care flavour		\$49.40
CHCCS301A-AOD	Work within a legal and ethical framework - AOD flavour		\$49.40
CHCCS308B	Provide first point of contact	\$20.60	\$42.20

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
CHCCS311C	Deliver and monitor services to clients	\$23.30	\$47.60
CHCCS3C	Coordinate the provision of services and programs		\$46.40
CHCCS400A	Work within a relevant legal and ethical framework	\$25.40	\$51.80
CHCCS400A-A	Work within a relevant legal and ethical framework - Aged care flavour	\$25.40	\$51.80
CHCCS400A-D	Work within a relevant legal and ethical framework - Disability flavour	\$25.40	\$51.80
CHCCS400B	Work within a relevant legal and ethical framework	\$24.50	\$50.00
CHCCS400B-A	Work within a relevant legal and ethical framework - Aged Care flavour	\$24.50	\$50.00
CHCCS400B-D	Work within a relevant legal and ethical framework - Disability work flavour	\$24.50	\$50.00
CHCCS400B-LH	Work within a relevant legal and ethical framework - Leisure and health flavour	\$24.50	\$50.00
CHCCS401A	Facilitate cooperative behaviour		\$57.80
CHCCS401A-AOD	Facilitate cooperative behaviour - AOD flavour		\$57.80
CHCCS401A-Y	Facilitate cooperative behaviour - Youth work flavour		\$57.80
CHCCS401B	Facilitate responsible behaviour	\$24.20	\$49.40
CHCCS401B-LH	Facilitate responsible behaviour - Leisure and health flavour	\$24.20	\$49.40
CHCCS402A	Respond holistically to client issues		\$65.20
CHCCS402A-AOD	Respond holistically to client issues - AOD flavour		\$65.20
CHCCS403A	Provide brief intervention		\$37.40
CHCCS403A-MH	Provide brief intervention - Mental health flavour		\$37.40
CHCCS403B	Provide brief intervention	\$20.90	\$42.80
CHCCS403B-AOD	Provide brief intervention - AOD flavour	\$20.90	\$42.80
CHCCS403B-MH	Provide brief intervention - Mental health flavour	\$20.90	\$42.80
CHCCS405A	Work effectively with culturally diverse clients and co-workers		\$42.80
CHCCS405A-D	Work effectively with culturally diverse clients and co-workers - Disability work flavour		\$42.80
CHCCS405A-Y	Work effectively with culturally diverse clients and co-workers - Youth work flavour		\$42.80
CHCCS411A	Work effectively in the community sector	\$29.00	\$59.00
CHCCS411A-A	Work effectively in the community sector - Aged Care flavour	\$29.00	\$59.00
CHCCS411A-D	Work effectively in the community sector - Disability work flavour	\$29.00	\$59.00
CHCCS411B	Work effectively in the community sector	\$29.30	\$59.60
CHCCS412D	Deliver and develop client services	\$30.50	\$62.00

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
CHCCS416A	Assess and provide services for clients with complex needs	\$18.80	\$38.60
CHCCS421A	Undertake community sector work within own community	\$32.00	\$65.00
CHCCS422A	Respond holistically to client issues and refer appropriately	\$29.00	\$61.00
CHCCS422A-A	Respond holistically to client issues and refer appropriately – Aged Care flavour	\$29.00	\$61.00
CHCCS424A	Administer and monitor medications	\$22.70	\$46.40
CHCCS500A	Conduct complex assessment and referral	\$26.00	\$53.00
CHCCS501A	Assess and respond to individuals at risk of self-harm or suicide		\$36.80
CHCCS502A	Maintain legal and ethical work practices	\$31.40	\$63.80
CHCCS503A	Develop, implement and review services and programs to meet client needs	\$40.70	\$82.40
CHCCS504A	Provide services to client with complex needs	\$31.40	\$63.80
CHCCS506A	Promote and respond to workplace diversity	\$12.80	\$26.60
CHCCS513A	Maintain an effective community sector work environment	\$33.20	\$67.40
CHCCS521A	Assess and respond to individuals at risk of suicide	\$21.20	\$43.40
CHCCS522A	Address complex legal and ethical issues in professional practice	\$29.30	\$59.60
CHCCS5B	Identify and address specific client needs		\$44.60
CHCCS607D	Coordinate in-service assessment and response to address client needs	\$22.70	\$46.40
CHCCS6B	Assess and deliver services to clients with complex needs		\$52.40
CHCCS7C	Coordinate the assessment and delivery of services to clients with particular needs		\$42.20
CHCCS8A	Provide first point of contact		\$48.20
CHCCS9A	Provide support services to clients		\$87.20
CHCCSL501A	Work within a structured counselling framework	\$17.30	\$35.60
CHCCW503A	Work intensively with clients	\$18.20	\$37.40
CHCCWI1B	Operate under a case work framework		\$39.20
CSG081/02	Implement a case work strategy (02)		\$45.00
CHCCWI3B	Work with clients intensively		\$51.20
CHCDFV1B	Recognise and respond to domestic and family violence		\$53.00
CHCDFV2B	Manage own professional development in responding to domestic and family violence		\$40.40
CHCDFV301A	Recognise and respond appropriately to domestic and family violence	\$25.70	\$52.40
CHCDIS10B	Provide care and support		\$53.00

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
CSD152/02	Coordinate disability work (02)		\$45.00
CHCDIS1C	Orientation to disability work		\$64.40
CHCDIS2C	Maintain an environment designed to empower people with disabilities		\$48.20
CHCDIS301A	Work effectively with people with a disability	\$38.60	\$78.20
CHCDIS301B	Work effectively with people with a disability	\$38.00	\$77.00
CHCDIS302A	Maintain an environment to empower people with disabilities	\$26.30	\$53.60
CHCDIS322A	Support community participation and inclusion	\$16.10	\$33.20
CHCDIS323A	Contribute to skill development and maintenance	\$27.50	\$56.00
CHCDIS3C	Provide services to people with disabilities		\$58.40
CHCDIS405A	Facilitate skills development and maintenance	\$28.10	\$57.20
CSD139/02	Design procedures for support (02)		\$45.00
CHCDIS5C	Contribute to positive learning	\$23.90	\$48.80
CSD065/02	Maximise participation in work by people with disabilities (02)		\$35.00
CHCGROUP1B	Support the activities of existing groups		\$29.60
CHCGROUP201C	Support the activities of existing groups	\$12.80	\$26.60
CHCGROUP2C	Support group activities		\$33.20
CHCGROUP302D	Support group activities	\$20.90	\$42.80
CHCGROUP3C	Plan and conduct group activities		\$47.00
CHCGROUP403D	Plan and conduct group activities	\$25.40	\$51.80
CHCHC301B	Work effectively in a home and community care environment		\$72.80
CHCHC302B	Provide personal care in a home and community care environment		\$70.40
CHCHC311A	Work effectively in home and community care	\$32.30	\$65.60
CHCHC401A	Coordinate and monitor home based support	\$31.40	\$63.80
CHCICS301A	Provide support to meet personal care needs	\$28.10	\$57.20
CHCICS302A-A	Participate in the implementation of individualised plans - Aged care flavour	\$14.90	\$30.80
CHCICS302A-D	Participate in the implementation of individualised plans - Disability work flavour	\$14.90	\$30.80
CHCICS303A-A	Support individual health and emotional well-being - Aged care flavour	\$26.00	\$53.00
CHCICS303A-D	Support individual health and emotional well-being - Disability work flavour	\$27.50	\$56.00
CHCICS304A	Work effectively with carers	\$15.80	\$32.60

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
CHCICS305A	Provide behaviour support in the context of individualised plans	\$19.40	\$39.80
CHCICS401A	Facilitate support for personal care needs - Aged Care flavour	\$30.80	\$62.60
CHCICS401A-D	Facilitate support for personal care needs - Disability work flavour	\$30.80	\$62.60
CHCICS402A	Facilitate individualised plans	\$22.10	\$45.20
CHCICS403A	Conduct individual assessment	\$16.40	\$33.80
CHCICS403A-A	Conduct individual assessment - Aged care flavour	\$16.40	\$33.80
CHCICS403A-D	Conduct individual assessment - Disability work flavour	\$16.40	\$33.80
CHCICS404A	Plan and provide advanced behaviour support	\$19.40	\$39.80
CHCICS405A	Facilitate groups for individual outcomes	\$20.00	\$41.00
CHCICS405A-LH	Facilitate groups for individual outcomes - Leisure and health flavour	\$20.00	\$41.00
CHCICS406A	Support client self-management	\$25.40	\$51.80
CHCINF1B	Process and provide information		\$23.00
CHCINF2B	Maintain the organisation's information systems		\$49.40
CHCINF302C	Maintain the organisation's information systems	\$19.70	\$40.40
CHCINF302C-A	Maintain the organisation's information systems – Aged care flavour	\$19.70	\$40.40
CHCINF302C-D	Maintain the organisation's information systems – Disability Work flavour	\$29.00	\$61.00
CHCINF403C	Coordinate information systems	\$19.40	\$39.80
CHCINF407C	Meet information needs of the community	\$19.10	\$39.20
CHCINF408C	Comply with information requirements of the aged care and community care sectors	\$19.70	\$40.40
CHCINF408C-LH	Comply with information requirements of the aged care and community care sectors - Leisure and health flavour	\$19.70	\$40.40
CHCINF505C	Meet statutory and organisation information requirements	\$20.60	\$42.20
CHCINF7B	Meet information needs of the community		\$33.20
CHCINF8B	Comply with information requirements of the aged care and community care sectors	\$35.30	\$71.60
CHCLD415A	Confirm client developmental status	\$14.60	\$30.20
CHCLD514A	Analyse impacts of sociological factors on clients in community work and services	\$30.80	\$62.60
CHCLD515A	Analyse client information for service planning and delivery	\$23.60	\$48.20
CHCLEG411A	Use relevant legislation in response to client needs	\$17.00	\$35.00
CHCMH1B	Orientation to mental health work		\$35.60
CHCMH301A	Work effectively in mental health	\$29.00	\$59.00

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
CHCMH401A	Work effectively in mental health settings	\$31.10	\$63.20
CHCMH402A	Apply understanding of mental health issues and recovery processes	\$15.20	\$31.40
CHCMH403A	Establish and maintain communication and relationships to support the recovery process	\$16.70	\$34.40
CHCMH404A	Conduct assessment and planning as part of the recovery process	\$18.50	\$38.00
CHCMH405A	Work collaboratively to support recovery process	\$17.30	\$35.60
CHCMH409A	Facilitate consumer, family and carer participation in the recovery process	\$22.40	\$45.80
CHCMH4C	Provide non-clinical services to people with mental health issues		\$60.80
CHCMH501A	Provide advanced supports to facilitate recovery	\$26.90	\$54.80
CHCMH504D	Provide a range of services to people with mental health issues	\$41.30	\$83.60
CHCMH7A	Provide, with consumers, support and interventions to meet the needs of carers and families		\$35.00
CHCMH8A	Provide interventions to meet the needs of consumers with mental health and AOD issues		\$41.60
CHCNET1C	Participate in networks		\$18.20
CHCNET2B	Maintain effective networks		\$40.40
CHCNET301D	Participate in networks	\$8.30	\$17.60
CHCNET301D-A	Participate in networks - Aged care flavour	\$8.30	\$17.60
CHCNET301D-D	Participate in networks - Disability Work flavour	\$8.30	\$17.60
CHCNET402A	Establish and maintain effective networks	\$20.00	\$41.00
CHCNET404A	Facilitate links with other services	\$27.80	\$56.60
CHCNET4A	Work with other services		\$33.20
CHCNET501A	Work effectively with other services and networks	\$24.50	\$50.00
CHCNET503C	Develop new networks	\$17.60	\$36.20
CHCOHS201A	Follow OHS procedures		\$16.40
CHCOHS301A	Participate in workplace safety procedures	\$11.30	\$23.60
CHCOHS302A	Participate in safety procedures for direct care work		\$45.80
CHCOHS312A	Follow safety procedures for direct care work	\$23.90	\$48.80
CHCOHS312B	Follow safety procedures for direct care work	\$24.80	\$50.60
CHCOHS312B-LH	Follow safety procedures for direct care work - Leisure and health flavour	\$24.80	\$50.60
CHCOHS401A	Implement and monitor OHS policies and procedures for a workplace		\$30.20
CHCORG11B	Lead and develop others		\$56.00

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
CHCORG1B	Follow the organisation's policies, procedures and programs	\$16.40	\$33.80
CHCORG201A	Follow policies, procedures and programs of the organisation	\$17.30	\$35.60
CHCORG202C	Work with others	\$14.30	\$29.60
CHCORG23B	Coordinate work	\$15.50	\$32.00
CHCORG25B	Recruit and coordinate volunteers		\$26.60
CHCORG27A	Provide mentoring support to colleagues		\$18.20
CHCORG28A	Reflect and improve upon professional practice		\$27.20
CHCORG2B	Work with others		\$25.40
CHCORG303A	Participate effectively in the work environment	\$26.00	\$53.00
CHCORG303B	Participate effectively in the work environment	\$25.40	\$51.80
CHCORG3B	Participate in the work environment	\$26.30	\$53.60
CHCORG3B-D	Participate in the work environment - Disability work flavour	\$26.30	\$53.60
CHCORG405C	Maintain an effective work environment	\$20.90	\$42.80
CHCORG405D	Maintain an effective work environment	\$21.20	\$43.40
CHCORG405D-LH	Maintain an effective work environment – Leisure and health flavour	\$21.20	\$43.40
CHCORG406A	Supervise work	\$18.50	\$38.00
CHCORG428A	Reflect on and improve own professional practice	\$21.80	\$44.60
CHCORG506C	Coordinate the work environment	\$26.60	\$54.20
CHCORG525C	Recruit and coordinate volunteers	\$12.80	\$26.60
CHCORG5B	Maintain an effective work environment	\$26.30	\$53.60
CHCORG611A	Lead and develop others in a community sector workplace	\$26.90	\$54.80
CHCORG627B	Provide mentoring support to colleagues	\$12.80	\$26.60
CHCORG6B	Coordinate the work environment		\$51.80
CHCORG7B	Manage workplace issues		\$36.20
CHCPA301B	Deliver care services using a palliative approach	\$17.60	\$36.20
CHCPAS401A	Undertake pastoral care work	\$28.40	\$57.80
CHCPOL1A	Participate in policy development		\$31.40
CHCPOL2A	Contribute to policy development		\$32.60
CHCPOL301B	Participate in policy development	\$15.20	\$31.40

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
CHCPOL3A	Undertake research activities		\$28.40
CHCPOL402B	Contribute to policy development	\$16.70	\$34.40
CHCPOL403B	Undertake research activities	\$13.70	\$28.40
CHCPOL4A	Develop and implement policy		\$21.80
CHCPOL501A	Access evidence and apply in practice	\$17.90	\$36.80
CHCPOL504B	Develop and implement policy		\$23.60
CHCPROM503A	Provide community focussed promotion and prevention strategies	\$12.80	\$26.60
CHCPROT10C	Support the progress and development of young people		\$54.80
CHCPROT405D	Provide supervision in the community	\$22.40	\$45.80
CHCPROT407D	Provide supervision in a secure system	\$20.30	\$41.60
CHCPROT510D	Support the progress and development of young people	\$30.20	\$61.40
CHCPROT5C	Provide supervision in the community		\$43.40
CHCPROT7C	Provide supervision in a secure system		\$38.00
CHCPROT9C	Provide primary/residential care		\$54.80
CHCRH401B	Work effectively in the leisure and health industry	\$22.70	\$46.40
CHCRH402A	Undertake leisure and health programming	\$19.70	\$40.40
CHCRH404A	Plan, implement and monitor leisure and health programs	\$26.00	\$53.00
CHCRH405A	Plan leisure and health programs for clients with complex needs	\$20.60	\$42.20
CHCRH406A	Apply knowledge of human behaviour in leisure activity programs	\$18.20	\$37.40
CHCRH407A	Apply sociological concepts to leisure and health	\$15.50	\$32.00
CHCYJ401A	Work in the youth justice environment	\$29.60	\$60.20
CHCYJ501A	Develop and support youth justice team	\$25.70	\$52.40
CHCYJ502A	Respond to needs of youth justice clients	\$28.40	\$57.80
CHCYTH1C	Work effectively with young people		\$30.20
CHCYTH2C	Provide care and protection for young people		\$30.80
CHCYTH301D	Work effectively with young people	\$21.80	\$44.60
CHCYTH301E	Work effectively with young people	\$22.10	\$45.20
CHCYTH3C	Support young people to address their circumstances		\$36.20
CHCYTH401A	Engage respectfully with young people	\$17.60	\$36.20

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
CHCYTH401B	Engage respectfully with young people	\$17.60	\$36.20
CHCYTH402A	Work effectively with young people in the youth work context	\$26.30	\$53.60
CHCYTH402B	Work effectively with young people in the youth work context	\$26.30	\$53.60
CHCYTH403A	Support young people to create opportunities in their lives	\$20.90	\$42.80
CHCYTH403B	Support young people to create opportunities in their lives	\$20.30	\$41.60
CHCYTH404D	Support young people in crisis	\$19.70	\$40.40
CHCYTH407D	Respond to critical situations	\$18.20	\$37.40
CHCYTH4C	Support young people in crisis		\$35.00
CHCYTH501A	Develop and implement procedures to enable young people to address their needs	\$29.90	\$60.80
CHCYTH504A	Support young people to take collective action	\$28.70	\$58.40
CHCYTH505D	Support youth programs	\$23.90	\$48.80
CHCYTH506A	Provide services for young people appropriate to their needs and circumstances	\$36.80	\$74.60
CHCYTH5C	Support youth programs		\$32.60
CHCYTH608C	Manage service response to young people in crisis	\$23.30	\$47.60
CHCYTH6C	Provide appropriate services for young people		\$51.20
CHCYTH7C	Respond to critical incidents		\$32.60
CHCYTH8B	Manage service response to young people		\$38.60
FNSICGEN305B	Maintain daily financial/business records	\$16.40	\$33.80
GEB001	Ruins on the Para		\$45.45
Guiding	SIT07 - Tour Guiding Cluster (SITTGDE001A, GDE006A, GDE003A and GDE004A)	\$52.40	\$105.80
HLTAH301A	Assist with an allied health program	\$29.90	\$60.80
HLTAP301A	Recognise healthy body systems in a health care context	\$21.80	\$44.60
HLTCOM2A	Develop professional expertise		\$45.20
HLTCOM404B	Communicate effectively with clients	\$22.40	\$45.80
HLTCOM405B	Administer a practice	\$17.60	\$36.20
HLTCOM406B	Make referrals to other health professionals when appropriate	\$12.50	\$26.00
HLTCOM408B	Use specific health terminology to communicate effectively	\$11.90	\$24.80
HLTCOM408C	Use specific health terminology to communicate effectively	\$13.70	\$28.40
HLTCOM4A	Communicate effectively with clients/patients		\$45.20

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
HLTCOM502B	Develop professional expertise	\$17.90	\$36.80
HLTCOM503B	Manage a practice	\$21.50	\$44.00
HLTCOM5A	Administer a practice		\$36.20
HLTCOM6A	Make referrals to other health care professionals when appropriate		\$26.00
HLT037	Provide reception services for a practice		\$32.00
HLTCOM8A	Use specific/medical terminology to communicate with clients/patients, fellow workers and health professionals		\$24.80
HLTCSD201B	Maintain high standard of client service	\$21.20	\$43.40
HLTCSD203B	Prepare and maintain beds	\$10.70	\$22.40
HLTCSD208B	Transport clients	\$12.80	\$26.60
HLTCSD304B	Support the care of clients	\$27.50	\$56.00
HLTCSD305B	Assist with client movement	\$12.80	\$26.60
HLTCSD306B	Respond effectively to difficult or challenging behaviours	\$14.90	\$30.80
HLTCSD306C	Respond effectively to difficult or challenging behaviours	\$14.30	\$29.60
HLTCSD3A	Prepare and maintain beds	\$10.70	\$22.40
HLTCSD4A	Support the care of clients and/or patients		\$56.60
HLTCSD6A	Respond effectively to difficult or challenging behaviour		\$33.20
HLTCSD8A	Transport clients/patients		\$26.60
HLTFS7A	Follow basic food safety practices		\$23.00
HLTHIR1A	Work effectively in the health industry		\$56.60
HLTHIR2A	Contribute to organisational effectiveness in the health industry		\$36.20
HLTHIR301A	Communicate and work effectively in health	\$27.50	\$56.00
HLTHIR3A	Work effectively with culturally diverse patients, clients, customers and co-workers		\$30.80
HLTHIR402B	Contribute to organisational effectiveness in the health industry		\$36.20
HLTHIR403B	Work effectively with culturally diverse clients and co-workers	\$15.20	\$31.40
HLTHIR403B-D	Work effectively with culturally diverse clients and co-workers - Disability work flavour	\$15.20	\$31.40
HLTHIR403C	Work effectively with culturally diverse clients and co-workers	\$14.90	\$30.80
HLTHIR404B	Work effectively with Aboriginal and Torres Strait Islander people	\$14.60	\$30.20
HLTHIR404C	Work effectively with Aboriginal and/or Torres Strait Islander people	\$17.30	\$35.60
HLTHIR506B	Implement and monitor compliance with legal and ethical requirements	\$25.70	\$52.40

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
HLT001	Follow the organisation's occupational health and safety policies		\$32.00
HLTHSE204B	Follow safe manual handling practices		\$31.40
HLTHSE2A	Implement and monitor occupational health and safety policies, procedures and programs		\$44.00
HLTHSE4A	Follow safe manual handling practices		\$31.40
HLTIN1A	Comply with infection control policies and procedures		\$35.60
HLTIN301A	Comply with infection control policies and procedures in health work	\$20.00	\$41.00
HLTIN3A	Implement and monitor infection control policy and procedures		\$32.00
HLTIN4A	Manage the control of infection		\$33.80
HLTIN504B	Manage the control of infection	\$16.40	\$33.80
HLTMS1A	Collect and maintain linen stocks at user-locations		\$17.00
HLTMS201B	Collect and manage linen stock at user-location	\$8.30	\$17.60
HLTMS203B	Undertake routine stock maintenance		\$22.40
HLTMS204B	Handle and move equipment, goods, mail and furniture		\$18.80
HLTMS206B	Perform general cleaning tasks in a clinical setting		\$24.20
HLTMS207B	Handle medical gases safely	\$8.90	\$18.80
HLTMS208B	Handle waste in a health care environment	\$11.60	\$24.20
HLTMS2A	Provide personal laundry service to clients, patients and others		\$21.20
HLTMS3A	Undertake routine inventory maintenance		\$22.40
HLTMS4A	Handle and move equipment and goods		\$18.80
HLTMS5A	Perform general housekeeping duties to maintain clean environment		\$28.40
HLTMS6A	Perform general cleaning tasks in a clinical setting		\$27.20
HLTMS7A	Handle medical gases safely		\$20.00
HLTMS8A	Handling waste in a health care environment		\$24.20
HLTOHS200A	Participate in OHS processes	\$17.30	\$35.60
HLTOHS200B	Participate in OHS processes	\$17.30	\$35.60
HLTOHS300A	Contribute to OHS processes	\$28.70	\$58.40
HLTOHS300A-A	Contribute to OHS processes – Aged Care flavour	\$28.70	\$58.40
HLTOHS300A-CS	Contribute to OHS processes – Community Services flavour	\$28.70	\$58.40
HLTOHS300A-D	Contribute to OHS processes – Disability Work flavour	\$28.70	\$58.40

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
HLTOHS300B	Contribute to OHS processes	\$27.80	\$56.60
HLTOHS400A	Maintain OHS processes	\$34.10	\$69.20
HLTOHS400A-CS	Maintain OHS processes - Community Services flavour	\$34.10	\$69.20
HLTOHS401A	Maintain workplace OHS processes	\$34.70	\$70.40
HLTREM401B	Work within a massage framework	\$15.80	\$32.60
HLTREM406B	Provide massage treatment	\$31.10	\$63.20
HLTREM407B	Plan massage treatment		\$20.00
HLTREM408B	Apply massage assessment framework	\$10.10	\$21.20
HLTREM409B	Perform massage health assessment	\$20.00	\$41.00
HLTREM8A	Apply massage assessment framework		\$21.20
HLTREM9A	Perform massage health assessment		\$41.00
IVEC/AG	AG Introduction to Vocational Education Agreement Renewal		\$318.18
IVEC/CD	AA Introduction to Vocational Education CD		\$363.64
IVEC001	Anger management (Learner Guide)		\$21.20
IVEC001WK	Anger management (Student Workbook)		\$9.54
IVEC002	Managing emotions (Learner Guide)		\$21.20
IVEC002WK	Managing emotions (Student Workbook)		\$9.54
IVEC003	Setting goals (Learner Guide)		\$21.20
IVEC003WK	Setting goals (Student Workbook)		\$9.54
IVEC004	Practical money skills (Learner guide)		\$21.20
IVEC004WK	Practical money skills (Student workbook)		\$9.54
IVEC005	Using computers for learning (Learner Guide)		\$21.20
IVEC005WK	Using computers for learning (Student workbook)		\$9.54
IVEC006	First stage Keyboarding (Learner guide)		\$21.20
IVEC006WK	First stage keyboarding (Student workbook)		\$9.54
IVEC007	Using the internet (Learner guide)		\$21.20
IVEC007WK	Using the internet (Student workbook)		\$9.54
IVEC008	Social skills (Learner guide)		\$21.20
IVEC008WK	Social skills (Student workbook)		\$9.54

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
IVEC009	Building healthy relationships and networks (Learner guide)		\$21.20
IVEC009WK	Building healthy relationships and networks (Student workbook)		\$9.54
IVEC010	Managing time in the workplace (Learner guide)		\$21.20
IVEC010WK	Managing time in the workplace (Student workbook)		\$9.54
IVEC011	Giving technical instructions and following procedures (Learner guide)		\$21.20
IVEC011WK	Giving technical instructions and following procedures (Student workbook)		\$9.54
IVEC012	Using the telephone (Learner Guide)		\$21.20
IVEC012WK	Using the telephone (Student Workbook)		\$9.54
IVEC013	Money skills at work (Learner Guide)		\$21.20
IVEC013WK	Money skills at work (Student Workbook)		\$9.54
IVEC014	Rights and responsibilities at work (Learner Guide)		\$21.20
IVEC014WK	Rights and responsibilities at work (Student Workbook)		\$9.54
IVEC015	Job interviews (Learner Guide)		\$21.20
IVEC015WK	Job interviews (Student Workbook)		\$9.54
IVEC016	Workplace aptitude tests (Learner Guide)		\$21.20
IVEC016WK	Workplace aptitude tests (Student Workbook)		\$9.54
IVEC017	Personal skills audit/learning goals (Learner Guide)		\$21.20
IVEC017WK	Personal skills audit/learning goals (Student Workbook)		\$9.54
IVEC018	Personal presentation (Learner Guide)		\$21.20
IVEC018WK	Personal presentation (Student Workbook)		\$9.54
IVEC019	Everyday writing 1 (Learner Guide)		\$42.40
IVEC019WK	Everyday writing 1 (Student Workbook)		\$9.54
IVEC020	Notes and messages (Learner Guide)		\$21.20
IVEC020WK	Notes and messages (Student Workbook)		\$9.54
IVEC021	Interpersonal communication (Learner Guide)		\$21.20
IVEC021WK	Interpersonal communication (Student Workbook)		\$9.54
IVEC022	Personal income (Learner Guide)		\$21.20
IVEC022WK	Personal income (Student Workbook)		\$9.54
IVEC023	Planning future directions (Learner Guide)		\$21.20

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
IVEC023WK	Planning future directions (Student Workbook)		\$9.54
IVEC024	Working and training in groups (Learner Guide)		\$21.20
IVEC024WK	Working and training in groups (Student Workbook)		\$9.54
IVEC025	Safety signs and information (Learner Guide)		\$21.20
IVEC025WK	Safety signs and information (Student Workbook)		\$9.54
IVEC026	Preparing for work, training and community involvement (Learner Guide)		\$21.20
IVEC026WK	Preparing for work, training and community involvement (Student Workbook)		\$9.54
IVEC027	Applying for work or training (Learner Guide)		\$21.20
IVEC027WK	Applying for work or training (Student Workbook)		\$9.54
IVEC028	Essential calculations 1 & 2 (Learner Guide)		\$42.40
IVEC028WK	Essential calculations 1 & 2 (Student Workbook)		\$9.54
IVEC029	Accidents and incidents (Learner Guide)		\$21.20
IVEC029WK	Accidents and incidents (Student Workbook)		\$9.54
IVEC030	Resumes and portfolios (Learner guide)		\$21.20
IVEC030WK	Resumes and portfolios (Student workbook)		\$9.54
IVEC031	Interview techniques (Learner guide)		\$21.20
IVEC031WK	Interview techniques (Student workbook)		\$9.54
IVEC032	Basic measurement (Learner guide)		\$21.20
IVEC032WK	Basic measurement (Student workbook)		\$9.54
IVEC033	Basic number skills 1 (Learner guide)		\$21.20
IVEC033WK	Basic number skills 1 (Student workbook)		\$9.54
IVEC034	Basic number skills 2 (Learner guide)		\$21.20
IVEC034WK	Basic number skills 2 (Student workbook)		\$9.54
IVEC035	Basic reading for everyday use (Learner guide)		\$42.40
IVEC035WK	Basic reading for every day use (Student workbook)		\$9.54
IVEC036	Basic writing skills for everyday use (Learner guide)		\$42.40
IVEC036WK	Basic writing skills for everyday use (Student workbook)		\$9.54
IVEC037	Critical reading (Learner guide)		\$21.20
IVEC037WK	Critical reading (Student workbook)		\$9.54

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
IVEC038	Decimals, fractions and percent 1 (Learner guide)		\$21.20
IVEC038WK	Decimals, fractions and percent 1 (Student workbook)		\$9.54
IVEC039	Decimals, fractions and percent 2 (Learner guide)		\$21.20
IVEC039WK	Decimals fractions and percent 2 (Student workbook)		\$9.54
IVEC040	Independent learning strategies (Learning guide)		\$31.80
IVEC040WK	Independent learning strategies (Student workbook)		\$9.54
IVEC041	Everyday writing 2 (Learner Guide)		\$21.20
IVEC041WK	Everyday writing 2 (Student Workbook)		\$9.54
IVEC042	Introductory technical reading (Learner Guide)		\$21.20
IVEC042WK	Introductory technical reading (Student Workbook)		\$9.54
IVEC043	Letters to organisations (Learner Guide)		\$21.20
IVEC043WK	Letters to organisations (Student Workbook)		\$9.54
IVEC044	Location and shape (Learner Guide)		\$21.20
IVEC044WK	Location and shape (Student Workbook)		\$9.54
IVEC046	Measurement systems (Learner Guide)		\$21.20
IVEC046WK	Measurement systems (Student Workbook)		\$9.54
IVEC047	News and views (Learner Guide)		\$21.20
IVEC047WK	News and views (Student Workbook)		\$9.54
IVEC048	Opportunity and change in the organisation (Learner Guide)		\$21.20
IVEC048WK	Opportunity and change in the organisation (Student Workbook)		\$9.54
IVEC049	Preparing for vocational entry exams (Learner Guide)		\$21.20
IVEC049WK	Preparing for vocational entry exams (Student Workbook)		\$9.54
IVEC050	Techniques for improving spelling (Learner Guide)		\$21.20
IVEC050WK	Techniques for improving spelling (Student Workbook)		\$9.54
IVEC051	The number system (Learner Guide)		\$21.20
IVEC051WK	The number system (Student Workbook)		\$9.54
IVEC052	Work or training observation (Learner Guide)		\$21.20
IVEC052WK	Work or training observation (Student Workbook)		\$9.54
IVEC053	Work related reading and writing (Learner Guide)		\$21.20

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
IVEC053WK	Work related reading and writing (Student Workbook)		\$9.54
IVEC054	Reading for everyday use (Learner Guide)		\$21.20
IVEC054WK	Reading for everyday use (Student Workbook)		\$9.54
IVEC055	Independent reading		\$25.44
IVEC056	Independent writing		\$21.20
IVEC057	Decimals, fractions, percentages and ratio		\$25.44
IVEC058	Measurement		\$21.20
CSG162/02	Develop and organise public education programs		\$45.00
EN023	Undertake interactive workplace communication		\$63.60
EN019	Apply principles of Occupational Health and Safety in work environment		\$63.60
EN020	Apply quality procedures		\$63.60
EN021	Plan to undertake a routine task		\$63.60
EN022	Install pipework and pipework assemblies		\$63.60
EN018	Mark off/out structural fabrications and shapes		\$63.60
EN011	Use hand tools		\$63.60
EN012	Use power tools/hand held operations		\$63.60
EN017	Measure with graduated devices		\$63.60
EN006	Perform routine manual metal arc welding		\$63.60
EN001	Weld using manual metal arc welding process		\$63.60
EN002	Perform advanced welding using metal arc welding process		\$63.60
EN003	Weld using gas metal arc welding process		\$63.60
EN004	Perform advanced welding using gas metal arc welding process		\$63.60
EN005	Weld using gas tungsten arc welding process		\$63.60
EN015	Geometric development		\$63.60
EN025	Perform routine gas tungsten arc welding		\$63.60
EN007	Perform routine oxyacetylene welding		\$63.60
EN024	Perform routine gas metal arc welding		\$63.60
EN016	Carry out mechanical cutting		\$63.60
EN008	Perform brazing and/or silver soldering		\$63.60

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
EN010	Manual heating, thermal cutting and gouging		\$63.60
EN013	Draw and interpret sketch		\$63.60
EN014	Interpret technical drawing		\$63.60
MMC	Medication Management for Community and Aged Care Workers		\$96.36
MMCWB	Medication Management for Community and Aged Care Workers Student Workbook		\$48.18
NURSE001	Maths skills for enrolled nursing		\$31.80
NYKR	Notes and Messages		\$38.60
PREP/AG	AG Preparatory Education Agreement Renewal		\$318.18
PREP/CD	AA Preparatory Education CD		\$363.64
CSG163/02	Manage Diversity		\$45.00
RBM019	Cereal Sheep Case Study		\$65.00
RDNS001	Competent caring manual		\$200.00
RDNS007	Skills competency checklist		\$150.00
RDNS008	Skills competency checklist licence		\$20.00
RTC1801A	Prepare for work	\$24.80	\$50.60
RTC2005A	Fell small trees	\$23.60	\$48.20
RTC2016A	Recognise plants		\$48.20
RTC2304A	Operate and maintain chainsaws	\$22.40	\$45.80
RTC2401A	Treat weeds	\$17.30	\$35.60
RTC2404A	Treat plant pests, diseases and disorders	\$36.50	\$74.00
RTC2701A	Follow OHS procedures	\$19.40	\$39.80
RTC2706A	Apply chemicals under supervision	\$28.10	\$57.20
AQUA004/04	Apply chemicals under supervision (04)		\$32.73
RTC2801A	Participate in workplace communications	\$14.00	\$29.00
RTC3016A	Provide information on plants and their culture	\$8.60	\$18.20
RTC3401A	Control weeds	\$30.80	\$62.60
RTC3404A	Control plant pests, diseases and disorders	\$34.40	\$69.80
RTC3701A	Respond to emergencies	\$8.90	\$18.80
RTC3704A	Prepare and apply chemicals	\$36.80	\$74.60

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
RTC3705A	Transport, handle and store chemicals	\$20.00	\$41.00
RTC3805A	Coordinate work site activities	\$18.20	\$37.40
RBM008	Implement and monitor the enterprise OHS program		\$40.00
RBM010	Operate within a budget framework		\$40.00
RTE2606A	Maintain pressurised irrigation systems	\$9.50	\$20.00
RTE3601A	Install irrigation systems	\$23.90	\$48.80
RTE3611A	Operate pressurised irrigation systems	\$14.60	\$30.20
RTE3713A	Carry out workplace OHS	\$23.60	\$48.20
RBM016	Keep records for a primary production business		\$40.91
RBM011	Administer finance, insurance and legal requirements		\$40.91
RBM012	Support and review business structures and relationships		\$40.91
RBM018	Implement a machinery management system		\$40.00
RBM009	Develop and review a business plan		\$40.00
RBM014	Market products and services		\$40.00
RBM001	Manage human resources		\$40.91
RBM002	Analyse business performance		\$40.91
RBM005	Develop and review a strategic plan		\$40.91
RBM003	Manage business capital		\$40.91
RBM006	Manage price risk through trading strategy		\$40.91
RBM004	Manage estate planning		\$40.91
RTF1002A	Support arboricultural work	\$19.70	\$40.40
RTF2001A	Apply a range of treatments to trees	\$27.20	\$55.40
RTF2013A	Pot-on plants	\$17.90	\$36.80
RTF2015A	Prepare turf surfaces for play	\$19.40	\$39.80
RTF2017A	Prune shrubs and small trees	\$16.10	\$33.20
RTF2019A	Renovate grassed areas	\$23.60	\$48.20
HORT044/03	Support turf establishment (03)		\$40.00
RTF2024A	Tend nursery plants	\$16.10	\$33.20
RTF2025A	Transplant small trees	\$16.10	\$33.20

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
HORT053/03	Construct low-profile timber or modular retaining walls (03)		\$40.00
RTF2207A	Protect trees during construction work	\$16.70	\$34.40
HORT047/03	Lay paving (03)		\$40.00
RTF3010A	Establish turf	\$33.20	\$67.40
RTF3011A	Implement a plant establishment program	\$34.70	\$70.40
RTF3012A	Implement a plant nutrition program	\$24.50	\$50.00
RTF3014A	Implement a propagation plan	\$24.80	\$50.60
RTF3503A	Sample soils and analyse results	\$32.00	\$65.00
HORT033	Plant trees and shrubs		\$40.00
HORT040	Establish crops		\$40.00
HORT041	Maintain a crop		\$40.00
HORT042	Support revegetation works		\$40.00
HORT019	Implement an integrated pest management program		\$40.00
HORT010	Cooperate in the workplace		\$40.00
HORT011	Plan daily work routines		\$40.00
AQUA027/04	Collect broodstock and seedstock (04)		\$32.73
AQUA028	Produce algal and live feed cultures		\$32.73
AQUA030/04	Feed stock (04)		\$32.73
AQUA007/04	Handle stock (04)		\$32.73
AQUA003/04	Manipulate stock culture environment (04)		\$32.73
AQUA031	Operate and maintain plant and equipment		\$32.73
AQUA037	Undertake routine maintenance of water supply and disposal systems and structures		\$32.73
AQUA002/04	Monitor stock and environmental conditions (04)		\$32.73
AQUA029/04	Carry out on-farm post-harvest operations (04)		\$32.73
AQUA018/04	Harvest aquacultured stock (04)		\$32.73
AQUA006/04	Maintain stock culture and other farm structures (04)		\$32.73
AQUA017/04	Control predators, pests and diseases (04)		\$32.73
AQUA012/04	Oversee and undertake effluent and waste treatment and disposal (04)		\$32.73
AQUA032	Construct or install stock culture structures and farm structures		\$32.73

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
AQUA008/04	Coordinate stock handling activities (04)		\$32.73
AQUA021	Supervise stock production		\$53.00
AQUA009/04	Optimise feed uptake (04)		\$32.73
AQUA001/04	Maintain water quality and environmental monitoring (04)		\$32.73
AQUA035/04	Oversee harvest and post-harvest activities (04)		\$32.73
AQUA010/04	Oversee emergency procedures in an aquacultural enterprise (04)		\$32.73
AQUA005/04	Oversee the control of pests, predators and diseases (04)		\$32.73
AQUA019/04	Develop and implement a stock health program (04)		\$32.73
AQUA020	Coordinate construction/installation of stock culture and farm structures		\$32.73
AQUA013/04	Apply basic food handling and safety practices (04)		\$32.73
AQUA015/04	Communicate in the seafood industry (04)		\$32.73
AQUA014/04	Work effectively in the seafood industry (04)		\$32.73
AQUA016/04	Meet workplace OH&S requirements (04)		\$32.73
AQUA011/04	Implement OH&S policies and guidelines (04)		\$32.73
SIRXADM001A	Apply retail office procedures	\$32.60	\$66.20
SIRXCCS001A	Apply point-of-sale handling procedures	\$36.50	\$74.00
SIRXCCS002A	Interact with customers	\$23.00	\$47.00
SIRXCCS003A	Coordinate interaction with customers	\$16.40	\$33.80
SIRXCLM001A	Organise and maintain work areas	\$11.90	\$24.80
SIRXCLM002A	Manage store facilities	\$21.20	\$43.40
SIRXCOM001A	Communicate in the workplace	\$18.50	\$38.00
SIRXFIN001A	Balance point-of-sale terminal	\$17.00	\$35.00
SIRXHRM002A	Recruit and select personnel	\$23.30	\$47.60
SIRXICT001A	Operate retail technology	\$15.80	\$32.60
SIRXIND001A	Work effectively in a retail environment	\$22.10	\$45.20
SIRXINV001A	Perform stock control procedures	\$20.90	\$42.80
SIRXINV004A	Buy merchandise	\$37.70	\$76.40
SIRXMER001A	Merchandise products	\$24.80	\$50.60
SIRXMER004A	Manage merchandise and store presentation	\$31.10	\$63.20

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
SIRXMGT001A	Coordinate work teams	\$19.10	\$39.20
SIRXMGT002A	Maintain employee relations	\$12.80	\$26.60
SIRXMGT003A	Lead and manage people	\$48.80	\$98.60
SIRXOHS001A	Apply safe working practices	\$20.30	\$41.60
SIRXOHS002A	Maintain store safety	\$19.40	\$39.80
SIRXOHS003A	Provide a safe working environment	\$42.50	\$86.00
SIRXRSK001A	Minimise theft	\$11.00	\$23.00
SIRXRSK002A	Maintain store security	\$15.80	\$32.60
SIRXRSK004A	Control store security	\$18.80	\$38.60
SIRXSLS001A	Sell products and services	\$17.60	\$36.20
SIRXSLS002A	Advise on products and services	\$12.50	\$26.00
SIRXSLS003A	Coordinate sales performance	\$12.80	\$26.60
SIRXSLS004A	Build relationships with customers	\$31.70	\$64.40
SIRXSLS005A	Manage sales and service delivery	\$41.00	\$83.00
SIRXSLS006A	Lead a sales team	\$38.90	\$78.80
SITHIND001B	Develop and update hospitality industry knowledge	\$10.40	\$21.80
SITTGDE001A	Work as a guide	\$25.10	\$51.20
SITTGDE001B	Work as a guide	\$25.10	\$51.20
SITTGDE002A	Provide arrival and departure assistance	\$10.70	\$22.40
SITTGDE003A	Coordinate and operate a tour	\$17.30	\$35.60
SITTGDE004A	Lead tour groups	\$16.40	\$33.80
SITTGDE006A	Prepare and present tour commentaries or activities	\$13.40	\$27.80
SITTGDE007A	Develop and maintain the general and regional knowledge required by guides	\$16.70	\$34.40
SITTIND001A	Develop and update tourism industry knowledge	\$23.90	\$48.80
SITTIND001B	Develop and update tourism industry knowledge	\$24.50	\$50.00
SITTTSL002A	Access and interpret product information	\$23.30	\$47.60
SITTTSL003&4A	Source and provide destination information and advice - Australian and international	\$18.20	\$37.40
SITTTSL003A	Source and provide international destination information and advice	\$17.30	\$35.60
SITTTSL004A	Source and provide Australian destination information and advice	\$15.20	\$31.40

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
SITTTSL005A	Sell tourism products and services	\$18.20	\$37.40
SITTTSL006A	Prepare quotations	\$14.60	\$30.20
SITTTSL006B	Prepare quotations	\$15.80	\$32.60
SITTTSL007A	Receive and process reservations	\$12.20	\$25.40
SITTTSL008A	Book and coordinate supplier services	\$15.80	\$34.60
SITTTSL008B	Book and coordinate supplier services	\$16.70	\$36.40
SITTTSL009A	Process travel related documentation	\$28.40	\$59.80
SITTTSL009B	Process travel-related documentation	\$29.60	\$62.20
SITXADM001A	Perform office procedures	\$20.00	\$41.00
SITXADM003A	Write business documents	\$19.70	\$40.40
SITXADM004A	Plan and manage meetings	\$12.20	\$25.40
SITXCCS001A	Provide visitor information	\$18.80	\$38.60
SITXCCS002A	Provide quality customer service	\$25.70	\$52.40
SITXCCS003A	Manage quality customer service	\$16.40	\$33.80
SITXCOM001A	Work with colleagues and customers	\$25.40	\$51.80
SITXCOM001A-H	Work with colleagues and customers – Hospitality flavour	\$28.40	\$57.80
SITXCOM002A	Work in a socially diverse environment	\$12.50	\$26.00
SITXCOM002A-H	Work in a socially diverse environment – Hospitality flavour	\$12.50	\$26.00
SITXCOM003A	Deal with conflict situations	\$12.80	\$26.60
SITXCOM004A	Communicate on the telephone - Tourism	\$9.20	\$19.40
SITXCOM004A-CC	Communicate on the telephone - Commercial Cookery	\$9.20	\$19.40
SITXCOM004A-E	Communicate on the telephone - Events	\$9.20	\$19.40
SITXCOM004A-FO	Communicate on the telephone - Front Office	\$9.20	\$19.40
SITXCOM004A-FOH	Communicate on the telephone - Front of House	\$9.20	\$19.40
SITXCOM005A	Make presentations	\$16.70	\$34.40
SITXEVT001A	Develop and update event industry knowledge	\$11.30	\$23.60
SITXEVT002A	Provide events staging support	\$14.60	\$30.20
SITXEVT003A	Process and monitor event registrations	\$8.90	\$18.80
SITXEVT004A	Coordinate on site event registrations	\$8.00	\$17.00

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
SITXEVT005A	Organise in house events or functions	\$13.10	\$27.20
SITXEVT008A	Plan and develop event proposals and bids	\$6.80	\$14.60
SITXEVT009A	Develop event concepts	\$8.30	\$17.60
SITXEVT010A	Evaluate and address event regulatory requirements	\$9.20	\$19.40
SITXEVT010B	Evaluate and address event regulatory requirements	\$9.20	\$19.40
SITXEVT012A	Select event venues and sites	\$8.30	\$17.60
SITXEVT013A	Manage event staging	\$9.80	\$20.60
SITXEVT014A	Develop conference programs	\$10.10	\$21.20
SITXEVT017A	Provide on-site event management services	\$11.60	\$24.20
SITXFIN001A	Process financial transactions	\$11.90	\$24.80
SITXFIN001A-H	Process financial transactions – Hospitality flavour	\$11.90	\$24.80
SITXFIN006A	Obtain and manage sponsorship	\$10.10	\$21.20
SITXHRM001A	Coach others in job skills - Tourism	\$9.20	\$19.40
SITXHRM001A-CC	Coach others in job skills - Commerical Cookery	\$9.20	\$19.40
SITXHRM001A-E	Coach others in job skills - Events	\$9.20	\$19.40
SITXHRM001A-FO	Coach others in job skills - Front Office	\$9.20	\$19.40
SITXHRM001A-FOH	Coach others in job skills - Front of House	\$9.20	\$19.40
SITXMGT006A	Establish and conduct business relationships	\$11.90	\$24.80
SITXMPR001A	Coordinate production of brochures and marketing materials	\$14.00	\$29.00
SITXMPR002A	Create a promotional display or stand	\$11.90	\$24.80
SITXMPR003A	Plan and implement sales activities	\$17.90	\$36.80
SITXMPR004A	Coordinate marketing activities	\$22.40	\$45.80
SITXOHS001A	Follow health, safety and security procedures	\$13.40	\$27.80
SITXOHS001B	Follow health, safety and security procedures	\$13.40	\$27.80
SITXOHS001B-H	Follow health, safety and security procedures – Hospitality flavour	\$13.40	\$27.80
SITXOHS002A-H	Follow workplace hygiene procedures – Hospitality flavour	\$12.20	\$25.40
SITXOHS003A	Identify hazards and assess and control safety risks	\$12.50	\$26.00
SITXOHS004A	Implement and monitor workplace health, safety and security practices	\$15.50	\$32.00
SRXGOV004A	Work effectively with the board of an organisation	\$12.50	\$26.00

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
TAAASS-Cluster	TAA04 Training and Assessment Assessment Cluster (TAAASS401C, 402C, 403B and 404B)	\$33.50	\$68.00
TAAASS401C	Plan and organise assessment	\$30.50	\$62.00
TAAASS402C	Assess competence	\$44.90	\$90.80
TAAASS403B	Develop assessment tools	\$26.30	\$53.60
TAAASS404B	Participate in assessment validation	\$32.90	\$66.80
TAADEL-Cluster	TAA04 Training and Assessment Delivery Cluster (TAADEL401B, 403B, and 404B)	\$30.20	\$61.40
TAADEL301C	Provide training through instruction and demonstration of work skills	\$37.40	\$75.80
TAADEL401B	Plan and organise group-based delivery	\$27.20	\$55.40
TAADEL402B	Facilitate group-based learning	\$48.50	\$98.00
TAADEL403B	Facilitate individual learning	\$46.70	\$94.40
TAADEL404B	Facilitate work-based learning	\$42.20	\$85.40
TAADEL503B	Provide advanced facilitation to support learning	\$26.30	\$53.60
TAADES-Cluster	TAA04 Training and Assessment Design Cluster (TAADES401B and TAADES402B)	\$32.60	\$66.20
TAADES401B	Use Training Packages to meet client needs	\$17.30	\$35.60
TAADES402B	Design and develop learning programs	\$35.00	\$71.00
TAAENV-Cluster	TAA04 Training and Assessment Environment Cluster (TAAENV401B, 402B and 403B)	\$48.80	\$98.60
TAAENV401B	Work effectively in vocational education and training	\$24.20	\$49.40
TAAENV402B	Foster and promote an inclusive learning culture	\$23.90	\$48.80
TAAENV403B	Ensure a healthy and safe learning environment	\$14.00	\$29.00
TAAENV501B	Maintain and enhance professional practice	\$21.20	\$43.40
TAE40110-1	Certificate IV in Training and Assessment - Volume 1: Design	\$51.20	\$103.40
TAE40110-2	Certificate IV in Training and Assessment - Volume 2: Delivery	\$48.50	\$98.00
TAE40110-3	Certificate IV in Training and Assessment - Volume 3: Assessment	\$28.70	\$58.40
TAE40110-E1	Certificate IV in Training and Assessment - Elective 1: TAEASS502A Design and develop assessment tools	\$5.90	\$12.80
TAE40110-E2	Certificate IV in Training and Assessment - Elective 2: TAEDEL301A Provide work skill instruction	\$8.60	\$18.20
TAE40110-E3	Certificate IV in Training and Assessment - Elective 3: TAEDEL403A Coordinate and facilitate distance-based learning	\$10.10	\$21.20
TAE40110-M	Mapping guide for TAE40110 Certificate IV in Training and Assessment	\$8.60	\$18.20
TAEASS401A	Plan assessment activities and processes	\$21.50	\$44.00

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
TAEASS402A	Assess competence	\$33.80	\$68.60
TAEASS403A	Participate in assessment validation	\$22.10	\$45.20
TAEASS502A	Design and develop assessment tools	\$20.60	\$42.20
TAEDEL301A	Provide work skill instruction	\$39.50	\$80.00
TAEDEL401A	Plan, organise and deliver group-based learning	\$53.90	\$108.80
TAEDEL402A	Plan, organise and facilitate learning in the workplace	\$43.70	\$88.40
TAEDEL403A	Coordinate and facilitate distance-based learning	\$26.60	\$54.20
TAEDES401A	Design and develop learning programs	\$42.50	\$86.00
TAEDES402A	Use training packages and accredited courses to meet client needs	\$20.30	\$41.60
TOU043/02	Handle hazardous material safely (02)		\$30.00
THHCOR01B	Work with colleagues and customers		\$42.80
THHCOR02B	Work in a socially diverse environment		\$23.00
THHCOR03B	Follow health, safety and security procedures		\$27.20
THHGCS01B	Develop and update local knowledge		\$21.20
THHGCS02B	Promote products and services to customers		\$35.60
THHGCS03B	Deal with conflict situations		\$25.40
THHGCS04B	Make presentations		\$34.40
THHGCS06B	Plan and implement sales activities		\$36.20
THHGCS08B	Establish and conduct business relationships		\$24.20
TOU029/98	Access and retrieve computer data (98)		\$30.00
TOU030/98	Produce documents on computer (98)		\$30.00
THHGFA01B	Process financial transactions		\$24.80
THHGGA01B	Communicate on the telephone		\$18.20
THHGGA02B	Perform office procedures		\$41.00
THHGGA04B	Prepare business documents		\$40.40
TOU034/02	Plan and manage meetings (02)		\$30.00
TOU020/98	Receive and store stock (98)		\$30.00
TOU021/98	Control and order stock (98)		\$30.00
THHGTR01B	Coach others in job skills		\$18.80

Code	Title	Online Price (ex GST)	Printed Price (ex GST)
THTFAT01B	Provide on-site information and assistance		\$21.20
THTFME03A	Develop and update event industry knowledge		\$23.60
THTFTG01B	Work as a guide		\$44.60
THTFTG02B	Offer arrival and departure assistance		\$22.40
THTFTG03B	Develop and maintain the general knowledge required by guides		\$32.60
THTFTG04B	Coordinate and operate a tour		\$36.20
THTFTG05B	Lead tour groups		\$30.20
THTFTG06B	Prepare and present tour commentaries or activities		\$25.40
TOU007/98	Present interpretive activities (98)		\$53.00
THTSMA01B	Coordinate the production of brochures and marketing materials		\$29.60
THTSMA02B	Create a promotional display/stand		\$24.80
THTSOP02B	Source and provide destination information and advice		\$29.00
THTSOP03B	Access and interpret product information		\$43.40
THTSOP04B	Sell tourism products and services		\$37.40
THTSOP05B	Prepare quotations		\$30.20
TOU012/02	Receive and process reservations (02)		\$30.00
THTSOP07B	Book and coordinate supplier services		\$34.60
TOU031/02	Process non-air documentation (02)		\$30.00
TOU014/02	Process air documentation (02)		\$30.00
TOU041/02	Construct domestic airfares (02)		\$30.00
THTTCO01B	Develop and update tourism industry knowledge		\$49.40