Our resources support quality training

**Catalogue
September 2014**

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Contents

Qualifications we support

Our vast range of training and assessment support resources covers 13 training packages and over 170 qualifications from Certificate 1 to Diploma level. For a detailed listing of qualifications and the core and elective units we support visit: www.smallprint.com.au

BUSINESS SERVICES

Code	Qualification	Code	Qualification
BSB10112	Certificate I in Business	BSB40907	Certificate IV in Governance
BSB20112	Certificate II in Business	BSB41007	Certificate IV in Human Resources
BSB20207	Certificate II in Customer Contact	BSB41013	Certificate IV in Human Resources
BSB30112	Certificate III in Business	BSB41307	Certificate IV in Marketing
BSB30110	Certificate III in Business	BSB41412	Certificate IV in Work Health and Safety
BSB30207	Certificate III in Customer Contact	BSB41507	Certificate IV in Project Management
BSB30307	Certificate III in Micro Business Operations	BSB41513	Certificate IV in Project Management Practice
BSB30412	Certificate III in Business Administration	BSB41607	Certificate IV in Purchasing
BSB30712	Certificate III in Work Health and Safety	BSB41707	Certificate IV in Recordkeeping
BSB30807	Certificate III in Recordkeeping	BSB50207	Diploma of Business
BSB30912	Certificate III in Business Administration (Education)	BSB50407	Diploma of Business Administration
BSB31012	Certificate III in Business Administration (Legal)	BSB50507	Diploma of Franchising
BSB31112	Certificate III in Business Administration (Medical)	BSB50607	Diploma of Human Resources Management
BSB40212	Certificate IV in Business	BSB50613	Diploma of Human Resources Management
BSB40312	Certificate IV in Customer Contact	BSB51107	Diploma of Management
BSB40407	Certificate IV in Small Business Management	BSB51312	Diploma of Work Health and Safety
BSB40507	Certificate IV in Business Administration	BSB51407	Diploma of Project Management
BSB40607	Certificate IV in Business Sales	BSB51413	Diploma of Project Management
BSB40610	Certificate IV in Business Sales	BSB51607	Diploma of Quality Auditing
BSB40812	Certificate IV in Frontline Management		

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COMMUNITY SERVICES

CHC10108 Certificate I in Work Preparation (Community Services)	CHC40513 Certificate IV in Youth Justice
CHC10212 Certificate I in Active Volunteering	CHC40608 Certificate IV in Leisure and Health
CHC20112 Certificate II in Community Services	CHC40708 Certificate IV in Community Services Work
CHC20212 Certificate II in Active Volunteering	CHC40808 Certificate IV in Community Development
CHC30112 Certificate III in Community Services Work	CHC40912 Certificate IV in Social Housing
CHC30113 Certificate III in Early Childhood Education and Care	CHC41012 Certificate IV in Community Services Advocacy
CHC30212 Certificate III in Aged Care	CHC41112 Certificate IV in Pastoral Care
CHC30213 Certificate III in Education Support	CHC41212 Certificate IV Children's Services (OSHC)
CHC30312 Certificate III in Home and Community Care	CHC41308 Certificate IV in Children's Contact Services Work
CHC30408 Certificate III in Disability	CHC41412 Certificate IV in Child, Youth and Family Intervention (residential and out of home care)
CHC30512 Certificate III in Social Housing	CHC41512 Certificate IV in Child, Youth and Family Intervention (Child Protection)
CHC30612 Certificate III in Active Volunteering	CHC41612 Certificate IV in Child, Youth and Family Intervention (Family Support)
CHC30712 Certificate III in Children's Services	CHC41712 Certificate IV in Education Support
CHC30912 Certificate III in Employment Services	CHC41812 Certificate IV in Youth Work
CHC31008 Certificate III in Telephone Counselling Skills	CHC41912 Certificate IV in Youth Justice
CHC40108 Certificate IV in Aged Care	CHC42012 Certificate IV in Employment Services
CHC40113 Certificate IV in School Age Education and Care	CHC42112 Certificate IV in Career Development
CHC40212 Certificate IV in Home and Community Care	CHC42212 Certificate IV in Telephone Counselling Skills
CHC40213 Certificate IV in Education Support	CHC42312 Certificate IV in Mediation
CHC40312 Certificate IV in Disability	CHC42412 Certificate IV in Relationship Education
CHC40313 Certificate IV in Child, Youth and Family Intervention	CHC42512 Certificate IV in Community Services (Information, advice and referral)
CHC40412 Certificate IV in Alcohol and Other Drugs	CHC42608 Certificate IV in Celebrancy
CHC40413 Certificate IV in Youth Work	CHC42712 Certificate IV in Volunteer Program Coordination
CHC40512 Certificate IV in Mental Health	CHC42812 Certificate IV in Community Services (Development and or Humanitarian Assistance)

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COMMUNITY SERVICES

CHC42912 Certificate IV in Mental Health Peer Work	CHC51108 Diploma of Children's Contact Services Work
CHC50108 Diploma of Disability	CHC51208 Diploma of Child, Youth and Family Intervention
CHC50113 Diploma of Early Childhood Education and Care	CHC51308 Diploma of Education Support
CHC50212 Diploma of Community Services (Alcohol and other drugs)	CHC51408 Diploma of Youth Work
CHC50213 Diploma of School Age Education and Care	CHC51512 Diploma of Youth Justice
CHC50312 Diploma of Community Services (Mental Health)	CHC51612 Diploma of Employment Services
CHC50313 Diploma of Child, Youth and Family Intervention	CHC51712 Diploma of Counselling
CHC50412 Diploma of Community Services (Alcohol, other drugs and mental health)	CHC51812 Diploma of Family Intake and Support Work
CHC50413 Diploma of Youth Work	CHC51912 Diploma of Relationship Education
CHC50512 Diploma of Leisure and Health	CHC52008 Diploma of Community Services (Case Management)
CHC50513 Diploma of Youth Justice	CHC52108 Diploma of Community Services (Financial counselling)
CHC50612 Diploma of Community Services Work	CHC52212 Diploma of Community Services Coordination
CHC50708 Diploma of Community Development	CHC52312 Diploma of Community Services (Development and or Humanitarian Assistance)
CHC50812 Diploma of Social Housing	CHC60112 Advanced Diploma of Disability
CHC50908 Diploma of Children's Services (Early Childhood education and care)	CHC60208 Advanced Diploma of Children's Services
CHC51008 Diploma of Children's Services (OSHC)	CHC60312 Advanced Diploma of Community Sector Management

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FINANCIAL SERVICES

FNS10110	Certificate I in Financial Services	FNS40210	Certificate IV in Bookkeeping
FNS20110	Certificate II in Financial Services	FNS40211	Certificate IV in Bookkeeping
FNS20111	Certificate II in Financial Services	FNS40610	Certificate IV in Accounting
FNS30110	Certificate III in Financial Services	FNS40611	Certificate IV in Accounting
FNS30111	Certificate III in Financial Services	FNS41811	Certificate IV in Financial Services
FNS30310	Certificate III in Accounts Administration	FNS50210	Diploma in Accounting
FNS30311	Certificate III in Accounts Administration		

FOOD PROCESSING

FDF20111	Certificate II in Food Processing

HEALTH

HLT21212	Certificate II in Health Support Services	HLT33112	Certificate III in Basic Health Care
HLT32412	Certificate III in Allied Health Assistance	HLT40412	Certificate IV in Health Supervision
HLT32512	Certificate III Health Services Assistance	HLT42512	Certificate IV in Allied Health Assistance
HLT32812	Certificate III in Health Support Services	HLT43012	Certificate IV in Dental Assisting
HLT32912	Certificate III in Health Administration	HLT43212	Certificate IV in Health Administration

INFORMATION & COMMUNICATIONS

ICA10111	Certificate I in Information, Digital Media and Technology	ICA30111	Certificate III in Information, Digital Media and Technology
ICA20111	Certificate II in Information, Digital Media and Technology		

PROPERTY SERVICES

CPP10211	Certificate I in Cleaning Operations	CPP31011	Certificate III in Cleaning Operations
CPP20611	Certificate II in Cleaning Operations	CPP41011	Certificate IV in Cleaning Management

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RETAIL SERVICES

SIR10107	Certificate I in Retail Services	SIR30307	Certificate III in Wholesale
SIR10112	Certificate I in Retail Services	SIR30312	Certificate III in Retail Supervision
SIR20207	Certificate II in Retail	SIR30412	Certificate III in Business to Business Sales
SIR20212	Certificate II in Retail Services	SIR40207	Certificate IV in Retail Management
SIR20307	Certificate II in Wholesale	SIR40212	Certificate IV in Retail Management
SIR20312	Certificate II in Retail Fast Food	SIR50107	Diploma of Retail Management
SIR30207	Certificate III in Retail	SIR50112	Diploma of Retail Management
SIR30212	Certificate III in Retail Operations		

TOURISM, TRAVEL AND HOSPITALITY

SIT10213	Certificate I in Hospitality	SIT31312	Certificate III in Travel
SIT20112	Certificate II in Tourism	SIT40212	Certificate IV in Travel and Tourism
SIT20213	Certificate II in Hospitality	SIT40313	Certificate IV in Hospitality
SIT20312	Certificate II in Kitchen Operations	SIT40413	Certificate IV in Commercial Cookery
SIT30112	Certificate III in Tourism	SIT40812	Certificate IV in Holiday Parks and Resorts
SIT30713	Certificate III in Hospitality	SIT50112	Diploma of Travel and Tourism
SIT30813	Certificate III in Commercial Cookery	SIT50313	Diploma of Hospitality
SIT31013	Certificate III in Catering Operations	SIT50412	Diploma of Holiday Parks and Resorts

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TOURISM, HOSPITALITY AND EVENTS

SIT10207	Certificate I in Hospitality	SIT30707	Certificate III in Hospitality
SIT10307	Certificate I in Hospitality (Kitchen Operations)	SIT40207	Certificate IV in Tourism
SIT20107	Certificate II in Tourism	SIT40307	Certificate IV in Hospitality
SIT20207	Certificate II in Hospitality	SIT40809	Certificate IV in Holiday Parks and Resorts
SIT20307	Certificate II in Hospitality (Kitchen Operations)	SIT50107	Diploma of Tourism
SIT30107	Certificate III in Tourism	SIT50307	Diploma of Hospitality

TRANSPORT AND LOGISTICS

TLIPC110	Certificate I in Transport and Logistics (Pathways)	TLI21810	Certificate II in Logistics
TLI10410	Certificate I in Transport and Logistics (Rail Operations)	TLI30410	Certificate III in Transport and Logistics (Rail Operations)
TLI11210	Certificate I in Warehousing Operations	TLI31310	Certificate III in International Freight Forwarding (Operator)
TLI11310	Certificate I in Logistics	TLI31610	Certificate III in Warehousing Operations
TLI20410	Certificate II in Transport and Logistics (Rail Operations)	TLI32410	Certificate III in Logistics
TLI21413	Certificate II in Stevedoring	TLI40410	Certificate IV in Transport and Logistics (Rail Operations)
TLI21610	Certificate II in Warehousing Operations	TLI41810	Certificate IV in Warehousing Operations
TLI21710	Certificate II in Road Transport Yard Operations (Freight Handler)	TLI42010	Certificate IV in Logistics

TRAINING AND EDUCATION

TAE40110	Certificate IV in Training and Assessment

SKILLS AND EDUCATION

40650SA	Certificate I in Education and Skills Development 40650SA	40625SA	Certificate II in Education and Skills Development 40625SA

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Skill sets we support

Our vast range of training and assessment support resources covers 10 training packages and 95 skill sets. For a detailed listing of the skill sets we support visit: www.smallprint.com.au

BUSINESS SERVICES

BSBSS00001 Aspiring Supervisor	BSBSS00012 Key Recordkeeping
BSBSS00002 Basic Contact Centre Operations	BSBSS00018 Small Business Financial Management
BSBSS00006 Franchising	BSBSS00022 Small Business Marketing
BSBSS00007 Governance Induction	BSBSS00023 Small Business Operations Preparatory
BSBSS00011 Key Management	BSBSS00024 Small Business Preparatory

COMMUNITY SERVICES

CHCSS00001 Alcohol and other drugs	CHCSS00031 Literacy and numeracy tutor
CHCSS00003 Basic foot care– community services focus	CHCSS00032 Literacy tutor
CHCSS00004 Basic foot care– health focus	CHCSS00035 Medication assistance
CHCSS00005 Career development practice	CHCSS00036 Mental health peer leadership
CHCSS00006 Case management	CHCSS00037 Mental health– including recognise individuals at risk
CHCSS00007 Chronic disease self management	CHCSS00038 Mental health– including respond to risk of suicide
CHCSS00008 Community sector team leadership	CHCSS00040 Numeracy tutor
CHCSS00009 Dementia support– planning and coordination	CHCSS00048 Orientation for managers new to the community sector
CHCSS00010 Dementia support– service delivery	CHCSS00049 Palliative approach– plan and provide care
CHCSS00013 Disability work– active support of clients with a disability	CHCSS00050 Palliative approach– provide support
CHCSS00014 Disability work– behaviour support	CHCSS00051 Pastoral care
CHCSS00015 Disability work– disability advocacy	CHCSS00053 Quality systems for aged and community care sector
CHCSS00016 Disability work– disability support in employment	CHCSS00054 Social housing work
CHCSS00017 Disability work– people with a disability who are older	CHCSS00055 Suicide bereavement support

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COMMUNITY SERVICES

CHCSS00019 Employment services– service coordination	CHCSS00058 Education support work
CHCSS00020 Employment services – service delivery	CHCSS00059 Middle childhood
CHCSS00023 Financial literacy education	CHCSS00060 Early childhood
CHCSS00026 High support and complex care – aged care	CHCSS00061 Family support services work - provide support
CHCSS00027 High support and complex care – disability work	CHCSS00062 Family support services work - coordination
CHCSS00028 Homelessness support work	CHCSS00063 Working with families
CHCSS00030 Leisure and recreation – program support	CHCSS00065 Workforce Planning

FINANCIAL SERVICES

FNSSS00001 BAS Agent Registration

HEALTH

HLTSS00013 Food safety supervision – for community services and health industries

INFORMATION & COMMUNICATIONS

ICASS00015 Develop and Implement Environmentally Sustainable Cleaning Programs	ICASS00017 Digital Literacy - eCitizen
ICASS00016 Computing Fundamentals	ICASS00018 Digital Literacy

PROPERTY SERVICES

CPPSS00014 Computing and Application Fundamentals	CPPSS00028 Perform Environmentally Sustainable Cleaning Operations
CPPSS00016 Implement Environmentally Sustainable Cleaning Programs	

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RETAIL SERVICES

SIRSS00001	Coaching and Mentoring	SIRSS00009	Human Resources Management
SIRSS00004	Management	SIRSS00011	Stock Control
SIRSS00006	Operations		

TOURISM, TRAVEL AND HOSPITALITY

SITSS00006	Airfare Construction	SITSS00019	Housekeeping
SITSS00008	Business Management	SITSS00020	Licenced Travel Agency
SITSS00009	Customer Service	SITSS00021	Mentoring and Supervision
SITSS00010	Customer Service Management	SITSS00024	Responsible Service of Alcohol
SITSS00011	Espresso Machine Operation	SITSS00027	Visitor Information Services
SITSS00012	Essential Business Skills for a Restaurant Manager	SITSS00028	Sustainable Hospitality and Restaurant Operations
SITSS00016	Food Handling	SITSS00032	Supervision of Apprentices
SITSS00017	Food Safety Supervision	SITSS00033	Understanding Basic Financial Concepts
SITSS00018	Hospitality Compliance		

TRANSPORT AND LOGISTICS

TLISS00009	Driving Instructor	TLISS00084	Stevedoring Operation Induction and Safety
TLISS00022	International Freight Forwarding	TLISS00087	Stevedoring Team Leader
TLISS00070	Mentoring	TLISS00091	Stevedoring Equipment Operations/Specialised Load Shifting

TRAINING AND EDUCATION

TAESS00001	Assessor	TAESS00006	Workplace supervisor
TAESS00003	Enterprise trainer and assessor	TAESS00007	Enterprise Trainer - Presenting
TAESS00005	Sustainable practice	TAESS00008	Enterprise Trainer - Mentoring

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Individual units of competency

Our vocational resources support Registered Training Organisations' deliver accredited training. Each resource is available as a Participant Guide (PG) with companion Trainer / assessor manual (TAM). Each resource is designed as a self-paced learning material that can also be used for distance or classroom based delivery.

Superseded units are not available in the new assessment model format

AGRICULTURE, HORTICULTURE AND CONSERVATION AND LAND MANAGEMENT

UNIT CODE	TITLE	STATUS		UNIT PRICE
AHCBUS301A	Use hand held e-business tools	Current		$15
AHCCCF411A	Develop approaches to include cultural and human diversity	Current		$15
AHCMER301A	Process customer complaints	Current		$15
AHCMER303A	Sell products and services	Current		$15
AHCMER401A	Coordinate customer service and network activities	Current		$15
AHCOHS301A	Contribute to OHS processes	Current		$15
AHCOHS401A	Maintain occupational health and safety (OHS) processes	Current		$15
AHCWRK209A	Participate in environmentally sustainable work practices	Current		$15
AHCWRK313A	Implement and monitor environmentally sustainable work practices	Current		$15

AUTOMOTIVE INDUSTRY RETAIL, SERVICE AND REPAIR

UNIT CODE	TITLE	STATUS		UNIT PRICE
AURA254280A	Operate in an automotive administration environment	Superseded	Replaced by AURAAA2001	$11
AURAAA2001	Work in an automotive administration environment	Current	Replaces AURA254280A	$11
AURACA3003	Build customer relations	Current		$11
AURAEA4004	Manage environmental compliance in an automotive workplace	Current	Replaces AURC472082A	$11
AURAFA2004	Solve routine problems in an automotive workplace	Current	Replaces AURC252327A	$11

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AUTOMOTIVE INDUSTRY RETAIL, SERVICE AND REPAIR

UNIT CODE	TITLE	STATUS		UNIT PRICE
AURAFA2005	Write routine texts in an automotive workplace	Current	Replaces AURC251179A	$11
AURAKA3002	Adapt work processes to new technologies	Current	Replaces AURC361101A	$11
AURAMA3004	Maintain business image	Current	Replaces AURC363337A	$11
AURAMA4005	Manage complex customer issues	Current		$11
AURAQA2001	Contribute to quality work outcomes	Current	Replaces AURC261314A	$11
AURAQA3003	Maintain quality systems	Current	Replaces AURC361337A	$11
AURC251179A	Write routine texts in the workplace and complete automotive documentation	Superseded	Replaced by AURAFA2005	$11
AURC252327A	Identify clarify and resolve problems	Superseded	Replaced by AURAFA2004	$11
AURC261314A	Contribute to quality work outcomes	Superseded	Replaced by AURAQA2001	$11
AURC361101A	Adapt work processes to new technologies	Superseded	Replaced by AURAKA3002	$11
AURC361337A	Maintain quality systems	Superseded	Replaced by AURAQA3003	$11
AURC363337A	Maintain business image	Superseded	Replaced by AURAMA3004	$11
AURC472082A	Plan and manage compliance with environmental regulations in a workplace or business	Superseded	Replaced by AURAEA4004	$11

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BASIC EDUCATION

UNIT TITLE	COLOUR	B&W
Everyday job search skills	$15	$9
Everyday learning skills	$15	$9
Everyday money skills	$15	$9
Everyday number skills	$15	$9
Everyday reading skills	$15	$9
Everyday skills for starting work	$15	$9
Everyday skills for using digital technology at work	$15	$9
Everyday skills for using tables, graphs and charts	$15	$9
Everyday spatial skills	$15	$9
Everyday verbal communication skills	$15	$9
Everyday writing skills	$15	$9

BEAUTY TRAINING

UNIT CODE	TITLE	STATUS		UNIT PRICE
SIBXPSM502A	Manage treatment services and sales delivery	Current		$14
SIBXPSM503A	Promote a personal services business	Current	Replaces WRHSM502B	$14

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BUSINESS SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
BSBADM101A	Use business equipment and resources	Current		$11
BSBADM301B	Produce texts from shorthand notes	Current		$14
BSBADM302B	Produce texts from notes	Current		$14
BSBADM303B	Produce texts from audio transcription	Current		$14
BSBADM307B	Organise schedules	Current		$14
BSBADM311A	Maintain business resources	Current		$14
BSBADM405B	Organise meetings	Current		$18
BSBADM406B	Organise business travel	Current		$18
BSBADM407B	Administer projects	Current		$18
BSBADM409A	Coordinate business resources	Current		$18
BSBADM502B	Manage meetings	Current		$18
BSBADM503B	Plan and manage conferences	Current		$18
BSBADM504B	Plan or review administration systems	Current		$18
BSBADM506B	Manage business document design and development	Current		$18
BSBADV404B	Schedule advertisements	Current		$18
BSBAUD402B	Participate in a quality audit	Current		$18
BSBAUD501B	Initiate a quality audit	Current		$18
BSBAUD503B	Lead a quality audit	Current		$18
BSBAUD504B	Report on a quality audit	Current		$18
BSBCCO201A	Action customer contact	Superseded	Replaced by BSBCCO203A	$11
BSBCCO202A	Conduct data collection	Superseded	Replaced by BSBCCO204A	$11
BSBCCO203A	Conduct customer contact	Current	Replaces BSBCCO201A	$11
BSBCCO204A	Collect data	Current	Replaces BSBCCO202A	$11
BSBCCO205A	Prepare for work in a customer contact environment	Current	Replaces BSBIND101A	$11

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BUSINESS SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
BSBCCO301A	Use multiple information systems	Superseded	Replaced by BSBCCO301B	$14
BSBCCO301B	Use multiple information systems	Current	Replaces BSBCCO301A	$14
BSBCCO302A	Deploy customer service field staff	Superseded	Replaced by BSBCCO302B	$14
BSBCCO302B	Deploy customer service field staff	Current	Replaces BSBCCO302A	$14
BSBCCO303A	Conduct a telemarketing campaign	Superseded	Replaced by BSBCCO303B	$14
BSBCCO303B	Conduct a telemarketing campaign	Current	Replaces BSBCCO303A	$14
BSBCCO304B	Provide sales solutions to customers	Superseded	Replaced by BSBCCO304	$14
BSBCCO304C	Provide sales solutions to customers	Current	Replaces BSBCCO304B	$14
BSBCCO305A	Process credit applications	Superseded	Replaced by BSBCCO305B	$14
BSBCCO305B	Process credit applications	Current	Replaces BSBCCO305A	$14
BSBCCO306A	Process complex accounts service severance and defaults	Superseded	Replaced by BSBCCO306B	$14
BSBCCO306B	Process complex accounts	Current	Replaces BSBCCO306A	$14
BSBCCO307A	Work effectively in customer contact	Current		$14
BSBCCO308A	Conduct outbound customer contact	Current		$14
BSBCCO309A	Develop product and service knowledge for customer contact operation	Current		$14
BSBCCO401A	Administer customer contact telecommunications technology	Superseded	Replaced by BSBCCO407A	$18
BSBCCO402A	Gather collate and record information	Superseded	Replaced by BSBCCO405A	$18
BSBCCO403A	Schedule customer contact activity	Current		$18
BSBCCO404A	Collect, analyse and record information	Current		$18
BSBCCO405A	Survey stakeholders to gather and record information	Current	Replaces BSBCCO402A	$18
BSBCCO406A	Run a multicentre	Current		$18

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BUSINESS SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
BSBCCO407A	Administer customer contact technology	Current	Replaces BSBCCO401A	$18
BSBCMM101A	Apply basic communication skills	Current		$11
BSBCMM201A	Communicate in the workplace	Current		$11
BSBCMM301A	Process customer complaints	Superseded	Replaced by BSBCMM301B	$14
BSBCMM301B	Process customer complaints	Current	Replaces BSBCMM301A	$14
BSBCMM401A	Make a presentation	Current		$18
BSBCMM402A	Implement effective communication strategies	Current		$18
BSBCMM501A	Develop and nurture relationships	Current		$18
BSBCMN311B	Maintain workplace safety	Superseded	Replaced by BSBWHS301A	$14
BSBCOM401B	Organise and monitor the operation of compliance management system	Current		$18
BSBCOM402B	Implement processes for the management of a breach in compliance requirements	Current		$18
BSBCOM403B	Provide education and training on compliance requirements and systems	Current		$18
BSBCOM404B	Promote and liaise on compliance requirements, systems and related issues	Current		$18
BSBCOM503B	Develop processes for the management of breaches in compliance requirements	Current		$18
BSBCUS201A	Deliver a service to customers	Superseded	Replaced by BSBCUS201B	$11
BSBCUS201B	Deliver a service to customers	Current	Replaces BSBCUS201A	$11
BSBCUS301A	Deliver and monitor a service to customers	Superseded	Replaced by BSBCUS301B	$14
BSBCUS301B	Deliver and monitor a service to customers	Current	Replaces BSBCUS301A	$14
BSBCUS401A	Coordinate implementation of customer service strategies	Superseded	Replaced by BSBCUS401B	$18
BSBCUS401B	Coordinate implementation of customer service strategies	Current	Replaces BSBCUS401A	$18
BSBCUS402A	Address customer needs	Superseded	Replaced by BSBCUS402B	$18

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BUSINESS SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
BSBCUS402B	Address customer needs	Current	Replaces BSBCUS402A	$18
BSBCUS403A	Implement customer service standards	Superseded	Replaced by BSBCUS403B	$18
BSBCUS403B	Implement customer service standards	Current	Replaces BSBCUS403A	$18
BSBCUS501A	Manage quality customer service	Superseded	Replaced by BSBCUS501C	$18
BSBCUS501B	Manage quality customer service	Superseded	Replaced by BSBCUS501C	$18
BSBCUS501C	Manage quality customer service	Current	Replaces BSBCUS501A	$18
BSBDIV301A	Work effectively with diversity	Current		$14
BSBDIV501A	Manage diversity in the workplace	Current		$18
BSBEBU401A	Review and maintain a website	Current		$18
BSBEMS401B	Develop and implement business development strategies to expand client base	Current		$18
BSBEMS402B	Develop and implement strategies to source and assess candidates	Current		$18
BSBEMS403B	Develop and provide employment management services to candidates	Current		$18
BSBEMS404B	Manage the recruitment process for client organisations	Current		$18
BSBFIA301A	Maintain financial records	Current		$14
BSBFIA302A	Process payroll	Current		$14
BSBFIA303A	Process accounts payable and receivable	Current		$14
BSBFIA304A	Maintain a general ledger	Current		$14
BSBFIA401A	Prepare financial reports	Current		$18
BSBFIA402A	Report on financial activity	Current		$18
BSBFIM501A	Manage budgets and financial plans	Current		$18
BSBFIM502A	Manage payroll	Current		$18
BSBFLM303C	Contribute to effective workplace relationships	Current		$14

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BUSINESS SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
BSBFLM305C	Support operational plan	Current		$14
BSBFLM306C	Provide workplace information and resourcing plans	Current		$14
BSBFLM309C	Support continuous improvement systems and processes	Current		$14
BSBFLM311C	Support a workplace learning environment	Current		$14
BSBFLM312B	Contribute to team effectiveness	Superseded	Replaced by BSBFLM312C	$14
BSBFLM312C	Contribute to team effectiveness	Current	Replaces BSBFLM312B	$14
BSBFRA301B	Work within a franchise	Current		$14
BSBFRA401B	Manage compliance with franchisee obligations and legislative requirement	Current		$18
BSBFRA402B	Establish a franchise	Current		$18
BSBFRA403B	Manage relationship with franchisor	Current		$18
BSBFRA501B	Establish a franchise operation	Current		$18
BSBFRA502B	Manage a franchise operation	Current		$18
BSBFRA503B	Manage establishment of new sites or regions	Current		$18
BSBFRA504B	Manage relationships with franchisees	Current		$18
BSBFRA505B	Manage closure of a franchise	Current		$18
BSBGOV401A	Implement Board member responsibilities	Current		$18
BSBGOV402A	Work within organisational structure	Current		$18
BSBGOV403A	Analyse financial reports and budgets	Current		$18
BSBHRM401A	Review human resources functions	Superseded	Replaced by BSBHRM404A	$18
BSBHRM402A	Recruit select and induct staff	Superseded	Replaced by BSBHRM405A	$18
BSBHRM403A	Support performance management process	Superseded	Replaced by BSBHRM403B	$18
BSBHRM403B	Support performance-management processes	Current	Replaces BSBHRM403A	$18
BSBHRM404A	Review human resources functions	Current		$18

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BUSINESS SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
BSBHRM405A	Support the recruitment, selection and induction of staff	Current	Replaces BSBHRM402A	$18
BSBHRM501A	Manage human resources services	Superseded	Replaced by BSBHRM501B	$18
BSBHRM501B	Manage human resources services	Current	Replaces BSBHRM501A	$18
BSBHRM502A	Manage human resources management information systems	Current		$18
BSBHRM503B	Manage performance management systems	Superseded	Replaced by BSBHRM512A	$18
BSBHRM504A	Manage workforce planning	Superseded	Replaced by BSBHRM513A	$18
BSBHRM505A	Manage remuneration and employee benefits	Superseded	Replaced by BSBHRM505B	$18
BSBHRM505B	Manage remuneration and employee benefits	Current	Replaces BSBHRM505A	$18
BSBHRM506A	Manage recruitment selection and induction processes	Current		$18
BSBHRM507A	Manage separation or termination	Current		$18
BSBHRM509A	Manage rehabilitation or return-to-work programs	Current		$18
BSBHRM510A	Manage mediation processes	Current		$18
BSBHRM512A	Develop and manage performance-management processes	Current	Replaces BSBHRM503B	$18
BSBHRM513A	Manage workforce planning	Current	Replaces BSBHRM504A	$18
BSBIND101A	Work effectively in a contact centre environment	Superseded	Replaced by BSBCCO205A	$11
BSBIND201A	Work effectively in a business environment	Current		$11
BSBIND301A	Work effectively in an educational environment	Current		$14
BSBINM201A	Process and maintain workplace information	Current		$11
BSBINM202A	Handle mail	Current		$11
BSBINM301A	Organise workplace information	Current		$14
BSBINM302A	Utilise a knowledge management system	Current		$14
BSBINM303A	Handle receipt and despatch of information	Current		$14

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BUSINESS SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
BSBINM401A	Implement workplace information system	Current		$18
BSBINM501A	Manage an information or knowledge management system	Current		$18
BSBINN201A	Contribute to workplace innovation	Current		$11
BSBINN301A	Promote innovation in a team environment	Current		$14
BSBINN502A	Build and sustain an innovative work environment	Current		$18
BSBITA401A	Design databases Using Access 2003	Current		$18
BSBITA401A	Design databases Using Access 2007	Current		$18
BSBITA401A	Design databases Using Access 2010	Current		$18
BSBITB501A	Establish and maintain a workgroup computer network	Current		$18
BSBITS401A	Maintain business technology	Superseded	Replaced by BSBITS401B	$18
BSBITS401B	Maintain business technology	Current	Replaces BSBITS401A	$18
BSBITU101A	Operate a personal computer Using Vista	Current		$11
BSBITU101A	Operate a personal computer Using Windows 7	Current		$11
BSBITU101A	Operate a personal computer Using Windows 8	Current		$11
BSBITU101A	Operate a personal computer Using Windows XP	Current		$11
BSBITU102A	Develop keyboard skills Using Word 2003	Current		$11
BSBITU102A	Develop keyboard skills Using Word 2007	Current		$11
BSBITU102A	Develop keyboard skills Using Word 2010	Current		$11
BSBITU102A	Develop keyboard skills Using Word 2013	Current		$11
BSBITU201A	Produce simple word processed documents Using Word 2003	Current		$11
BSBITU201A	Produce simple word processed documents Using Word 2007 and Windows XP	Current		$11
BSBITU201A	Produce simple word processed documents Using Word 2010 and Windows 7	Current		$11

BUSINESS SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
BSBITU201A	Produce simple word processed documents Using Word 2013 and Windows 8	Current		$11
BSBITU202A	Create and use spreadsheets Using Excel 2003	Current		$11
BSBITU202A	Create and use spreadsheets Using Excel 2007 and Windows Vista	Current		$11
BSBITU202A	Create and use spreadsheets Using Excel 2010 and Windows 7	Current		$11
BSBITU202A	Create and use spreadsheets Using Excel 2013 and Windows 8	Current		$11
BSBITU203A	Communicate electronically Using Outlook Express version 6	Current		$11
BSBITU203A	Communicate electronically Using Outlook 2007 and Windows XP	Current		$11
BSBITU203A	Communicate electronically Using Outlook 2010 and Windows 7	Current		$11
BSBITU203A	Communicate electronically Using Outlook 2013 and Windows 8	Current		$11
BSBITU301A	Create and use databases Using Access 2003	Current		$14
BSBITU301A	Create and use databases Using Access 2007	Current		$14
BSBITU301A	Create and use databases Using Access 2010	Current		$14
BSBITU302A	Create electronic presentations Using PowerPoint 2003	Superseded	Replaced by BSBITU302B2003	$14
BSBITU302A	Create electronic presentations Using PowerPoint 2007	Superseded	Replaced by BSBITU302B2007	$14
BSBITU302B	Create electronic presentations Using PowerPoint 2003	Current	Replaces BSBITU302A2003	$14
BSBITU302B	Create electronic presentations Using PowerPoint 2007	Current	Replaces BSBITU302A2007	$14
BSBITU302B	Create electronic presentations Using PowerPoint 2010	Current		$14
BSBITU302B	Create electronic presentations Using PowerPoint 2013	Current		$14
BSBITU303A	Design and produce text documents Using Office 2003	Current		$14
BSBITU303A	Design and produce text documents Using Office 2007	Current		$14

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BUSINESS SERVICES

UNIT CODE	TITLE	STATUS	UNIT PRICE
BSBITU303A	Design and produce text documents Using Office 2010	Current	$14
BSBITU303A	Design and produce text documents Using Office 2013	Current	$14
BSBITU304A	Produce spreadsheets Using Excel 2003	Current	$14
BSBITU304A	Produce spreadsheets Using Excel 2007	Current	$14
BSBITU304A	Produce spreadsheets Using Excel 2010 and Windows 7	Current	$14
BSBITU304A	Produce spreadsheets Using Excel 2013 and Windows 8	Current	$14
BSBITU305A	Conduct online transactions	Current	$14
BSBITU306A	Design and produce business documents Using Office 2003	Current	$14
BSBITU306A	Design and produce business documents Using Office 2007	Current	$14
BSBITU306A	Design and produce business documents Using Office 2010	Current	$14
BSBITU307A	Develop keyboarding speed and accuracy Using Word 2003	Current	$14
BSBITU307A	Develop keyboarding speed and accuracy Using Word 2007	Current	$14
BSBITU307A	Develop keyboarding speed and accuracy Using Word 2010	Current	$14
BSBITU307A	Develop keyboarding speed and accuracy Using Word 2013	Current	$14
BSBITU309A	Produce desktop published documents Using Publisher 2003	Current	$14
BSBITU309A	Produce desktop published documents Using Publisher 2007	Current	$14
BSBITU309A	Produce desktop published documents Using Publisher 2010	Current	$14
BSBITU309A	Produce desktop published documents Using Publisher 2013	Current	$14
BSBITU401A	Design and develop complex text documents Using Office 2003	Current	$18
BSBITU401A	Design and develop complex text documents Using Office 2007	Current	$18
BSBITU401A	Design and develop complex text documents Using Office 2010	Current	$18

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BUSINESS SERVICES

UNIT CODE	TITLE	STATUS	UNIT PRICE
BSBITU401A	Design and develop complex text documents Using Office 2013	Current	$18
BSBITU402A	Develop and use complex spreadsheets Using Excel 2003	Current	$18
BSBITU402A	Develop and use complex spreadsheets Using Excel 2007	Current	$18
BSBITU402A	Develop and use complex spreadsheets Using Excel 2010	Current	$18
BSBITU404A	Produce complex desktop published documents Using Publisher 2003	Current	$18
BSBITU404A	Produce complex desktop published documents Using Publisher 2007	Current	$18
BSBITU404A	Produce complex desktop published documents Using Publisher 2010	Current	$18
BSBLED101A	Plan skills development	Current	$11
BSBLED301A	Undertake e-learning	Current	$14
BSBLED401A	Develop teams and individuals	Current	$18
BSBLED501A	Develop a workplace learning environment	Current	$18
BSBLED502A	Manage programs that promote personal effectiveness	Current	$18
BSBLEG301A	Apply knowledge of the legal system to complete tasks	Current	$14
BSBLEG302A	Carry out search of the public record	Current	$14
BSBLEG303A	Deliver court documentation	Current	$14
BSBLEG304A	Apply the principles of confidentiality and security within the legal environment	Current	$14
BSBLEG305A	Use legal terminology in order to carry out tasks	Current	$14
BSBLEG306A	Maintain records for time and disbursements in a legal practice	Current	$14
BSBLEG308A	Assist in prioritising and planning activities in a legal practice	Current	$14
BSBLEG418A	Produce complex legal documents	Current	$18
BSBMED301B	Interpret and apply medical terminology appropriately	Current	$14
BSBMED302B	Prepare and process medical accounts	Current	$14

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BUSINESS SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
BSBMED303B	Maintain patient records	Current		$14
BSBMED304B	Assist in controlling stocks and supplies	Current		$14
BSBMED305B	Apply the principles of confidentiality, privacy and security within the medical environment	Current		$14
BSBMED401B	Manage patient record-keeping system	Current		$18
BSBMGT401A	Show leadership in the workplace	Current		$18
BSBMGT402A	Implement operational plan	Current		$18
BSBMGT403A	Implement continuous improvement	Current		$18
BSBMGT404A	Lead and facilitate off-site staff	Current		$18
BSBMGT405A	Provide personal leadership	Current		$18
BSBMGT406A	Plan and monitor continuous improvement	Current		$18
BSBMGT502B	Manage people performance	Current		$18
BSBMGT515A	Manage operational plan	Current		$18
BSBMGT516B	Facilitate continuous improvement	Superseded	Replaced by BSBMGT516C	$18
BSBMGT516C	Facilitate continuous improvement	Current	Replaces BSBMGT516B	$18
BSBMKG401B	Profile the market	Current		$18
BSBMKG402B	Analyse consumer behaviour for specific markets	Current		$18
BSBMKG408B	Conduct market research	Current		$18
BSBMKG409A	Design direct response offers	Current		$18
BSBMKG410A	Test direct marketing activities	Current		$18
BSBMKG411A	Analyse direct marketing databases	Current		$18
BSBMKG412A	Conduct e-marketing communications	Current		$18
BSBMKG413A	Promote products and services	Current		$18
BSBMKG414A	Undertake marketing activities	Superseded	Replaced by BSBMKG414B	$18

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BUSINESS SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
BSBMKG414B	Undertake marketing activities	Current	Replaces BSBMKG414A	$18
BSBMKG501B	Identify and evaluate marketing opportunities	Current		$18
BSBMKG506B	Plan market research	Current		$18
BSBMKG514A	Implement and monitor marketing activities	Current		$18
BSBOHS201A	Participate in OHS processes	Superseded	Replaced by BSBWHS201A	$11
BSBOHS301B	Apply knowledge of OHS legislation in the workplace	Superseded	Replaced by BSBWHS302A	$14
BSBOHS302B	Participate effectively in OHS communication and consultative processes	Superseded	Replaced by BSBWHS304A	$14
BSBOHS303B	Contribute to OHS hazard identification and risk assessment	Superseded	Replaced by BSBWHS303A	$14
BSBOHS304B	Contribute to OHS hazard control	Current		$14
BSBOHS305B	Contribute to OHS issue resolution	Superseded	Replaced by BSBWHS305A	$14
BSBOHS306B	Contribute to implementing emergency prevention activities and response procedures	Current		$14
BSBOHS307B	Participate in OHS investigations	Superseded	Replaced by BSBWHS406A	$14
BSBOHS401B	Contribute to the implementation of a systematic approach to managing OHS	Superseded	Replaced by BSBWHS405A	$18
BSBOHS402B	Contribute to the implementation of the OHS consultation process	Superseded	Replaced by BSBWHS403A	$18
BSBOHS403B	Identify hazards and assess OHS risks	Superseded	Replaced by BSBWHS404A	$18
BSBOHS404B	Contribute to the implementation of strategies to control OHS risk	Current		$18
BSBOHS405B	Contribute to the implementation of emergency procedures	Superseded	Replaced by BSBWHS510A	$18
BSBOHS406C	Use equipment to conduct workplace monitoring	Superseded	Replaced by BSBWHS409A	$18
BSBOHS407A	Monitor a safe workplace (superseded)	Superseded	Replaced by BSBWHS401A	$18
BSBOHS408A	Assist with compliance with OHS and other relevant laws	Superseded	Replaced by BSBWHS402A	$18

BUSINESS SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
BSBOHS501B	Participate in the coordination and maintenance of a systematic approach to managing OHS	Superseded	Replaced by BSBWHS506A	$18
BSBOHS502B	Participate in the management of the OHS information and data systems	Superseded	Replaced by BSBWHS507A	$18
BSBOHS503B	Assist in the design and development of OHS participative arrangements	Superseded	Replaced by BSBWHS502A	$18
BSBOHS504B	Apply principles of OHS risk management	Superseded	Replaced by BSBWHS503A	$18
BSBOHS505C	Manage hazards in the work environment	Superseded	Replaced by BSBWHS504A	$18
BSBOHS506B	Monitor and facilitate the management of hazards associated with plant	Superseded	Replaced by BSBWHS508A	$18
BSBOHS507B	Facilitate the application of principles of occupational health to control OHS risk	Superseded	Replaced by BSBWHS504A	$18
BSBOHS508B	Participate in the investigation of incidents	Superseded	Replaced by BSBWHS505A	$18
BSBOHS509A	Ensure a safe workplace	Superseded	Replaced by BSBWHS501A	$18
BSBPMG401A	Apply project scope management techniques	Superseded	Replaced by BSBPMG409A	$18
BSBPMG402A	Apply time management techniques	Superseded	Replaced by BSBPMG410A	$18
BSBPMG403A	Apply cost management techniques	Superseded	Replaced by BSBPMG412A	$18
BSBPMG404A	Apply quality management techniques	Superseded	Replaced by BSBPMG411A	$18
BSBPMG405A	Apply human resources management approaches	Superseded	Replaced by BSBPMG413A	$18
BSBPMG406A	Apply communications management techniques	Superseded	Replaced by BSBPMG414A	$18
BSBPMG407A	Apply risk management techniques (superseded)	Superseded	Replaced by BSBPMG415A	$18
BSBPMG408A	Apply contract and procurement procedures	Superseded	Replaced by BSBPMG416A	$18
BSBPMG409A	Apply project scope-management techniques	Current	Replaces BSBPMG401A	$18
BSBPMG410A	Apply project time-management techniques	Current	Replaces BSBPMG402A	$18
BSBPMG411A	Apply project quality-management techniques	Current	Replaces BSBPMG403A	$18

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BUSINESS SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
BSBPMG412A	Apply project cost-management techniques	Current	Replaces BSBPMG404A	$18
BSBPMG413A	Apply project human resources management approaches	Current	Replaces BSBPMG405A	$18
BSBPMG414A	Apply project information management and communications techniques	Current	Replaces BSBPMG406A	$18
BSBPMG415A	Apply project risk-management techniques	Current	Replaces BSBPMG407A	$18
BSBPMG416A	Apply project procurement procedures	Current	Replaces BSBPMG408A	$18
BSBPMG417A	Apply project life cycle management processes	Current		$18
BSBPMG418A	Apply project stakeholder engagement techniques	Current		$18
BSBPMG501A	Manage application of project integrative processes	Superseded	Replaced by BSBPMG521A	$18
BSBPMG502A	Manage project scope	Superseded	Replaced by BSBPMG511A	$18
BSBPMG503A	Manage project time	Superseded	Replaced by BSBPMG512A	$18
BSBPMG504A	Manage project costs	Superseded	Replaced by BSBPMG514A	$18
BSBPMG505A	Manage project quality	Superseded	Replaced by BSBPMG513A	$18
BSBPMG506A	Manage project human resources	Superseded	Replaced by BSBPMG515A	$18
BSBPMG507A	Manage project communications	Superseded	Replaced by BSBPMG516A	$18
BSBPMG508A	Manage project risk	Superseded	Replaced by BSBPMG517A	$18
BSBPMG509A	Manage project procurement	Superseded	Replaced by BSBPMG518A	$18
BSBPMG510A	Manage projects	Superseded	Replaced by BSBPMG522A	$18
BSBPMG511A	Manage project scope	Current	Replaces BSBPMG502A	$18
BSBPMG512A	Manage project time	Current	Replaces BSBPMG503A	$18
BSBPMG513A	Manage project quality	Current	Replaces BSBPMG505A	$18

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BUSINESS SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
BSBPMG514A	Manage project cost	Current	Replaces BSBPMG504A	$18
BSBPMG515A	Manage project human resources	Current	Replaces BSBPMG506A	$18
BSBPMG516A	Manage project information and communication	Current	Replaces BSBPMG507A	$18
BSBPMG517A	Manage project risk	Current	Replaces BSBPMG508A	$18
BSBPMG518A	Manage project procurement	Current	Replaces BSBPMG509A	$18
BSBPMG519A	Manage project stakeholder engagement	Current		$18
BSBPMG520A	Manage project governance	Current		$18
BSBPMG521A	Manage project integration	Current	Replaces BSBPMG501A	$18
BSBPMG522A	Undertake project work	Current	Replaces BSBPMG510A	$18
BSBPRO301A	Recommend products and services	Current		$14
BSBPRO401A	Develop product knowledge	Current		$18
BSBPUB504A	Develop and implement crisis management plans	Current		$18
BSBPUR301B	Purchase goods and services	Current		$14
BSBPUR401B	Plan purchasing	Current		$18
BSBPUR402B	Negotiate contracts	Current		$18
BSBREL401A	Establish networks	Current		$18
BSBREL402A	Build client relationships and business networks	Current		$18
BSBRES401A	Analyse and present research information	Current		$18
BSBRES404A	Research legal information using primary sources	Current		$18
BSBRKG301B	Control records	Current		$14
BSBRKG302B	Undertake disposal	Current		$14
BSBRKG303B	Retrieve information from records	Current		$14
BSBRKG304B	Maintain business records	Current		$14

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BUSINESS SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
BSBRKG305A	Review recordkeeping functions	Current		$14
BSBRKG401B	Review the status of a record	Current		$18
BSBRKG402B	Provide information from and about records	Current		$18
BSBRKG403B	Set up a business or records system for a small office (superseded)	Superseded	Replaced by BSBRKG403C	$18
BSBRKG403C	Set up a business or records system for a small business	Current	Replaces BSBRKG403B	$18
BSBRKG404A	Monitor and maintain records in an online environment	Current		$18
BSBRSK401A	Identify risk and apply risk management processes	Current		$18
BSBRSK501A	Manage risk (superseded)	Superseded	Replaced by BSBRSK501B	$18
BSBRSK501B	Manage risk	Current	Replaces BSBRSK501A	$18
BSBSLS402A	Identify sales prospects	Current		$18
BSBSLS403A	Present a sales solution	Current		$18
BSBSLS404A	Secure prospect commitment	Current		$18
BSBSLS405A	Support post sale activities	Current		$18
BSBSLS406A	Self-manage sales performance	Current		$18
BSBSLS407A	Identify and plan sales prospects	Current		$18
BSBSLS408A	Present, secure and support sales solutions	Current		$18
BSBSLS501A	Develop a sales plan	Current		$18
BSBSLS502A	Lead and manage a sales team	Current		$18
BSBSMB201A	Identify suitability for micro business	Current		$11
BSBSMB301A	Investigate micro business opportunities	Current		$14
BSBSMB302A	Develop a micro business proposal	Current		$14
BSBSMB303A	Organise finances for the micro business	Current		$14
BSBSMB304A	Determine resource requirements for the micro business	Current		$14

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BUSINESS SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
BSBSMB305A	Comply with regulatory, taxation and insurance requirements for the micro business	Current		$14
BSBSMB306A	Plan a home based business	Current		$14
BSBSMB401A	Establish legal and risk management requirements of small business	Current		$18
BSBSMB402A	Plan small business finances	Current		$18
BSBSMB403A	Market the small business	Current		$18
BSBSMB404A	Undertake small business planning	Current		$18
BSBSMB405A	Monitor and manage small business operations	Superseded	Replaced by BSBSMB405B	$18
BSBSMB405B	Monitor and manage small business operations	Current	Replaces BSBSMB405A	$18
BSBSMB406A	Manage small business finances	Current		$18
BSBSMB407A	Manage a small team	Current		$18
BSBSMB408B	Manage personal, family, cultural and business obligations	Current		$18
BSBSMB409A	Build and maintain relationships with small business stakeholders	Current		$18
BSBSUS201A	Participate in environmentally sustainable work practices	Current		$11
BSBSUS301A	Implement and monitor environmentally sustainable work practices	Current		$14
BSBSUS501A	Develop workplace policy and procedures for sustainability	Current		$18
BSBWHS201A	Contribute to health and safety of self and others	Current	Replaces BSBOHS201A	$11
BSBWHS301A	Maintain workplace safety	Current	Replaces BSBCMN311A	$14
BSBWHS302A	Apply knowledge of WHS legislation in the workplace	Current	Replaces BSBOHS301B	$14
BSBWHS303A	Participate in WHS hazard identification, risk assessment and risk control	Current	Replaces BSBOHS303B	$14
BSBWHS304A	Participate effectively in WHS communication and consultation processes	Current	Replaces BSBOHS302B	$14
BSBWHS305A	Contribute to WHS issue resolution	Current	Replaces BSBOHS305B	$14

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BUSINESS SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
BSBWHS401A	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Current	Replaces BSBOHS407A	$18
BSBWHS402A	Assist with compliance with WHS laws	Current	Replaces BSBOHS408A	$18
BSBWHS403A	Contribute to implementing and maintaining WHS consultation and participation processes	Current	Replaces BSBOHS402B	$18
BSBWHS404A	Contribute to WHS hazard identification, risk assessment and risk control	Current	Replaces BSBOHS403B	$18
BSBWHS405A	Contribute to implementing and maintaining WHS management systems	Current	Replaces BSBOHS401B	$18
BSBWHS406A	Assist with responding to incidents	Current	Replaces BSBOHS307B	$18
BSBWHS407A	Assist with claims management, rehabilitation and return-to-work programs	Current		$18
BSBWHS408A	Assist with effective WHS management of contractors	Current		$18
BSBWHS409A	Assist with workplace monitoring processes	Current	Replaces BSBOHS406C	$18
BSBWHS410A	Contribute to work-related health and safety measures and initiatives	Current		$18
BSBWHS501A	Ensure a safe workplace	Current	Replaces BSBOHS509A	$18
BSBWHS502A	Manage effective WHS consultation and participation processes	Current	Replaces BSBOHS503B	$18
BSBWHS503A	Contribute to the systematic management of WHS risk	Current	Replaces BSBOHS504B	$18
BSBWHS504A	Manage WHS hazards and risks	Current	Replaces BSBOHS505C	$18
BSBWHS505A	Investigate WHS incidents	Current	Replaces BSBOHS508B	$18
BSBWHS506A	Contribute to developing, implementing and maintaining WHS management systems	Current	Replaces BSBOHS501B	$18
BSBWHS507A	Contribute to managing WHS information systems	Current	Replaces BSBOHS502B	$18
BSBWHS508A	Manage WHS hazards associated with plant	Current	Replaces BSBOHS506B	$18
BSBWHS509A	Facilitate the development and use of hazard-management tools	Current		$18

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BUSINESS SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
BSBWHS510A	Contribute to implementing emergency procedures	Current	Replaces BSBOHS405B	$18
BSBWOR201A	Manage personal stress in the workplace	Current		$11
BSBWOR202A	Organise and complete daily work activities	Current		$11
BSBWOR203A	Work effectively with others	Superseded	Replaced by BSBWOR203B	$11
BSBWOR203B	Work effectively with others	Current	Replaces BSBWOR203A	$11
BSBWOR204A	Use business technology Using Windows XP and Office 2003	Current		$11
BSBWOR204A	Use business technology Using Windows Vista and Office 2007	Current		$11
BSBWOR204A	Use business technology Using Windows 7 and Office 2010	Current		$11
BSBWOR301A	Organise personal work priorities and development	Superseded	Replaced by BSBWOR301B	$14
BSBWOR301B	Organise personal work priorities and development	Current	Replaces BSBWOR301A	$14
BSBWOR302A	Work effectively as an off-site worker	Current		$14
BSBWOR401A	Establish effective workplace relationships	Current		$18
BSBWOR402A	Promote team effectiveness	Current		$18
BSBWOR403A	Manage stress in the workplace	Current		$18
BSBWOR404A	Develop work priorities	Superseded	Replaced by BSBWOR404B	$18
BSBWOR404B	Develop work priorities	Current	Replaces BSBWOR404A	$18
BSBWOR501A	Manage personal work priorities and professional development	Superseded	Replaced by BSBWOR501B	$18
BSBWOR501B	Manage personal work priorities and professional development	Current	Replaces BSBWOR501A	$18
BSBWOR502A	Ensure team effectiveness	Superseded	Replaced by BSBWOR502B	$18
BSBWOR502B	Ensure team effectiveness	Current	Replaces BSBWOR502A	$18
BSBWRK410A	Implement industrial relations procedures	Superseded	Replaced by BSBWRK411A	$18

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BUSINESS SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
BSBWRK411A	Support employee and industrial relations procedures	Current	Replaces BSBWRK410A	$18
BSBWRK509A	Manage industrial relations	Superseded	Replaced by BSBWRK510A	$18
BSBWRK510A	Manage employee relations	Current	Replaces BSBWRK509A	$18
BSBWRT301A	Write simple documents	Current		$14
BSBWRT401A	Write complex documents	Current		$18
CULMS207C	Assist with the presentation of public activities and events	Current		$14
PSPETHC301B	Uphold the values and principles of public service	Current		$14
PSPGOV314A	Contribute to conflict management	Current		$14
PSPGOV406B	Gather and analyse information	Current		$18
PSPGOV414A	Provide workplace mentoring	Current		$18
PSPLEGN301B	Comply with legislation in the public sector	Current		$14
PUAWER001B	Identify, prevent and report potential workplace emergency situations	Current		$18
PUAWER002B	Ensure workplace emergency prevention procedures, systems and processes are implemented	Current		$18

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COMMUNITY SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
CHCAC316B	Provide food services	Superseded	Replaced by CHCAC316D	$15
CHCAC316D	Provide food services	Current	Replaces CHCAC316B	$15
CHCAC317A	Support older people to maintain their independence	Current		$15
CHCAC318A	Work effectively with older people	Superseded	Replaced by CHCAC318B	$15
CHCAC318B	Work effectively with older people	Current	Replaces CHCAC318A	$15
CHCAC319A	Provide support to people living with dementia	Current		$15
CHCAC410B	Collect technical data to support client health care plan	Current		$15
CHCAC412B	Provide services to older people with complex needs	Current		$15
CHCAC416A	Facilitate support responsive to the specific nature of dementia	Current		$15
CHCAC417A	Implement interventions with older people at risk of falls	Current		$15
CHCAC507E	Plan and monitor service delivery plans	Current		$15
CHCAD401D	Advocate for clients	Current		$15
CHCAD402D	Support the interests, rights and needs of clients within duty of care requirements	Current		$15
CHCAD504B	Provide advocacy and representation services	Current		$15
CHCAD603B	Provide systems advocacy services	Current		$15
CHCADMIN201C	Undertake basic administrative duties	Superseded	Replaced by CHCADMIN201D	$15
CHCADMIN201D	Undertake basic administrative duties	Current	Replaces CHCADMIN201C	$15
CHCADMIN302C	Provide administrative support	Superseded	Replaced by CHCADMIN302D	$15
CHCADMIN302D	Provide administrative support	Current	Replaces CHCADMIN302C	$15
CHCADMIN305D	Work within the administration protocols of the organisation	Superseded	Replaced by CHCADMIN305F	$15
CHCADMIN305F	Work within the administration protocols of the organisation	Current	Replaces CHCADMIN305D	$15

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COMMUNITY SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
CHCADMIN403C	Undertake administrative work	Superseded	Replaced by CHCADMIN403D	$15
CHCADMIN403D	Undertake administrative work	Current	Replaces CHCADMIN403C	$15
CHCADMIN508A	Manage limited budgets and financial accountabilities	Superseded	Replaced by CHCADMIN508B	$15
CHCADMIN508B	Manage limited budgets and financial accountabilities	Current	Replaces CHCADMIN508A	$15
CHCADMIN604A	Manage the finances accounts and resources of an organisation	Superseded	Replaced by CHCADMIN604B	$15
CHCADMIN604B	Manage the finances, accounts and resources of an organisation	Current	Replaces CHCADMIN604A	$15
CHCAL307A	Comply with family day care administration requirements	Superseded	Replaced by CHCECE014	$15
CHCAOD201D	Prepare for alcohol and other drugs work	Current		$15
CHCAOD402A	Work effectively in the alcohol and other drugs sector	Superseded	Replaced by CHCAOD402B	$15
CHCAOD402B	Work effectively in the alcohol and other drugs sector	Current	Replaces CHCAOD402A	$15
CHCAOD406E	Work with clients who are intoxicated	Current		$15
CHCAOD408B	Assess needs of clients with alcohol and/or other drugs issues	Current		$15
CHCAOD411A	Provide interventions for people with alcohol and other drug issues	Current		$15
CHCAOD510B	Work effectively with clients with complex alcohol and/or other drugs issues	Current		$15
CHCAOD511C	Provide advanced interventions to meet the needs of clients with alcohol and/or other drug issues	Current		$15
CHCAOD512B	Develop and implement a behaviour response plan	Current		$15
CHCAOD513A	Provide relapse prevention strategies	Current		$15
CHCCAR501C	Conduct career guidance interview	Current		$15
CHCCD307D	Support community resources	Current		$15
CHCCD401E	Support community participation	Current		$15
CHCCD402B	Develop and provide community education projects	Current		$15

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COMMUNITY SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
CHCCD404E	Develop and implement community programs	Current		$15
CHCCD412A	Work within a community development framework	Superseded	Replaced by CHCCD412B	$15
CHCCD412B	Work within a community development framework	Current	Replaces CHCCD412A	$15
CHCCD413E	Work within specific communities	Current		$15
CHCCD505E	Develop community resources	Current		$15
CHCCD508D	Support community action	Current		$15
CHCCD509C	Support community leadership	Current		$15
CHCCD514B	Implement community development strategies	Current		$15
CHCCD515B	Communicate effectively within a community development context	Current		$15
CHCCD516B	Work within organisation and government structures to enable community development outcomes	Current		$15
CHCCD615A	Develop and implement community development strategies	Current		$15
CHCCDP401B	Deliver service consistent with a career development framework	Current		$15
CHCCDP402B	Assist clients to plan and access career pathways	Current		$15
CHCCDP403B	Analyse and apply education and training information	Current		$15
CHCCDP501B	Liaise with employers to promote flexible work arrangements	Current		$15
CHCCH301A	Work effectively in social housing	Superseded	Replaced by CHCCH301C	$15
CHCCH301C	Work effectively in social housing	Current	Replaces CHCCH301A	$15
CHCCH410B	Manage and maintain tenancy agreements and services	Current		$15
CHCCH427B	Work effectively with people experiencing or at risk of homelessness	Current		$15
CHCCH522B	Undertake outreach work	Current		$15
CHCCHILD301B	Support behaviour of children and young people	Superseded	Replaced by CHCECE006	$15

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COMMUNITY SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
CHCCHILD401B	Identify and respond to children and young people at risk	Superseded	Replaced by CHCPRT001	$15
CHCCHILD403B	Promote the safety, well-being and welfare of children, young people and their families	Current		$15
CHCCHILD404B	Support the rights and safety of children and young people	Superseded	Replaced by CHCPRT002	$15
CHCCHILD505B	Work effectively in child protection and out of home care for children and young people	Superseded	Replaced by CHCPRT004	$15
CHCCM401D	Undertake case management	Current		$15
CHCCM402E	Establish and monitor a case plan	Current		$15
CHCCM404A	Undertake case management for clients with complex needs	Current		$15
CHCCM501A	Coordinate complex case requirements	Current		$15
CHCCM503C	Develop, facilitate and monitor all aspects of case management	Current		$15
CHCCM504D	Promote high quality case management	Current		$15
CHCCM506C	Undertake case management in a child protection framework	Current		$15
CHCCM605C	Develop practice standards	Current		$15
CHCCN301C	Ensure the health and safety of children	Superseded	Replaced by CHCECE002	$15
CHCCN302A	Provide care for children	Superseded	Replaced by CHCECE003	$15
CHCCN303A	Contribute to provision of nutritionally balanced food in a safe and hygienic manner	Superseded	Replaced by CHCECE004	$15
CHCCN305B	Provide care for babies	Superseded	Replaced by CHCECE005	$15
CHCCN511B	Establish and maintain a safe and healthy environment for children	Superseded	Replaced by CHCECE016	$15
CHCCN520C	Advocate for the rights and needs of children and young people	Current		$15
CHCCOM201C	Communicate with people accessing the services of the organisation	Current		$15
CHCCOM302D	Communicate appropriately with clients and colleagues	Current		$15

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COMMUNITY SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
CHCCOM403A	Use targeted communication skills to build relationships	Current		$15
CHCCOM504B	Develop, implement and promote effective workplace communication	Current	Replaces CHCCOM504A	$15
CHCCONS401C	Facilitate changeover	Current		$15
CHCCONS402C	Facilitate and monitor contact	Current		$15
CHCCONS403C	Support families to develop relationships	Current		$15
CHCCONS504C	Assist families to self manage contact	Current		$15
CHCCS200D	Deliver service to clients	Current		$15
CHCCS211B	Prepare for work in the community sector	Current	Replaces CHCCS211A	$15
CHCCS305B	Assist clients with medication	Superseded	Replaced by CHCCS305C	$15
CHCCS305C	Assist clients with medication	Current	Replaces CHCCS305B	$15
CHCCS308B	Provide first point of contact	Current		$15
CHCCS311D	Deliver and monitor services to clients	Current		$15
CHCCS312A	Use electronic learning materials	Current		$15
CHCCS400B	Work within a relevant legal and ethical framework	Superseded	Replaced by CHCCS400C	$15
CHCCS400C	Work within a relevant legal and ethical framework	Current	Replaces CHCCS400B	$15
CHCCS401B	Facilitate responsible behaviour (superseded)	Superseded	Replaced by CHCCS401B	$15
CHCCS401C	Facilitate responsible behaviour	Current		$15
CHCCS403C	Provide brief intervention	Current		$15
CHCCS404B	Facilitate family intervention strategies	Current		$15
CHCCS405C	Identify and address specific client needs	Current		$15
CHCCS407C	Operate referral procedures	Current		$15
CHCCS411B	Work effectively in the community sector (superseded)	Superseded	Replaced by CHCCS411C	$15
CHCCS411C	Work effectively in the community sector	Current	Replaces CHCCS411B	$15

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COMMUNITY SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
CHCCS412E	Deliver and develop client services	Current		$15
CHCCS413B	Support individuals with autism spectrum disorder	Current		$15
CHCCS414A	Provide education and support on parenting, health and well being	Current		$15
CHCCS416B	Assess and provide services for clients with complex needs	Current		$15
CHCCS417B	Provide support and care relating to suicide bereavement	Current		$15
CHCCS419C	Provide support services to clients	Current		$15
CHCCS421B	Undertake community sector work within own community	Current		$15
CHCCS422B	Respond holistically to client issues and refer appropriately	Current		$15
CHCCS424B	Administer and monitor medications	Current		$15
CHCCS425B	Support health professional	Current		$15
CHCCS426B	Provide support and care relating to loss and grief	Current		$15
CHCCS427B	Facilitate adult learning and development	Current		$15
CHCCS500B	Conduct complex assessment and referral	Current		$15
CHCCS502A	Maintain legal and ethical work practices	Superseded	Replaced by CHCCS502C	$15
CHCCS502C	Maintain legal and ethical work practices	Current	Replaces CHCCS502A	$15
CHCCS503B	Develop, implement and review services and programs to meet client needs	Current		$15
CHCCS504B	Provide services to clients with complex needs	Current		$15
CHCCS505B	Provide supervision support to community sector workers	Current		$15
CHCCS506A	Promote and respond to workplace diversity	Current		$15
CHCCS512C	Develop a service delivery strategy	Current		$15
CHCCS513A	Maintain an effective community sector work environment	Superseded	Replaced by CHCCS513C	$15
CHCCS513C	Maintain an effective community sector work environment	Current	Replaces CHCCS513A	$15

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COMMUNITY SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
CHCCS514B	Recognise and respond to individuals at risk	Current		$15
CHCCS521B	Assess and respond to individuals at risk of suicide	Current		$15
CHCCS522B	Address complex legal and ethical issues in professional practice	Current		$15
CHCCS604B	Manage the delivery of quality services to clients	Current		$15
CHCCSL501A	Work within a structured counselling framework	Current		$15
CHCCSL503B	Facilitate the counselling relationship	Current		$15
CHCCSL507B	Support clients in decision-making processes	Current		$15
CHCCSL508B	Apply legal and ethical responsibilities in counselling practice	Current		$15
CHCCSL509A	Reflect and improve upon counselling skills	Current		$15
CHCCW301C	Operate under a casework framework	Current		$15
CHCCW503A	Work intensively with clients	Current		$15
CHCDEV001	Confirm client developmental status	Current	Replaces CHCLD415A	$15
CHCDEV002	Analyse impacts of sociological factors on clients in community work and services	Current	Replaces CHCLD514B	$15
CHCDEV003	Analyse client information for service planning and delivery	Current	Replaces CHCLD515A	$15
CHCDFV301A	Recognise and respond appropriately to domestic and family violence	Current		$15
CHCDFV402C	Manage own professional development in responding to domestic and family violence	Current		$15
CHCDFV404C	Promote community awareness of domestic and family violence	Current		$15
CHCDFV505C	Counsel clients affected by domestic and family violence	Current		$15
CHCDIS220B	Prepare for disability work	Current		$15
CHCDIS301B	Work effectively with people with a disability (superseded)	Superseded	Replaced by CHCDIS301C	$15
CHCDIS301C	Work effectively with people with a disability	Current	Replaces CHCDIS301B	$15
CHCDIS302A	Maintain an environment to empower people with disabilities	Current		$15

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COMMUNITY SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
CHCDIS313A	Support people with disabilities who are ageing	Current		$15
CHCDIS322A	Support community participation and inclusion	Current		$15
CHCDIS323A	Contribute to skill development and maintenance	Current		$15
CHCDIS400C	Provide care and support	Current		$15
CHCDIS404C	Design procedures for support	Current		$15
CHCDIS405A	Facilitate skills development and maintenance	Current		$15
CHCDIS408D	Support people with disabilities as workers	Current	Replaces CHCDIS408C	$15
CHCDIS409B	Provide services to people with disabilities with complex needs	Current		$15
CHCDIS410A	Facilitate community participation and inclusion	Current		$15
CHCDIS411A	Communicate using augmentative and alternative communication strategies	Current		$15
CHCDIS507C	Design and adapt surroundings to group requirements	Current		$15
CHCDIS509E	Maximise participation in work by people with disabilities	Current		$15
CHCDIS511A	Coordinate services for people with disabilities	Current		$15
CHCECE001	Develop cultural competence	Current		$15
CHCECE002	Ensure the health and safety of children	Current	Replaces CHCCN301C	$15
CHCECE003	Provide care for children	Current	Replaces CHCCN302A	$15
CHCECE004	Promote and provide healthy food and drinks	Current	Replaces CHCCN303A	$15
CHCECE005	Provide care for babies and toddlers	Current	Replaces CHCCN305B	$15
CHCECE006	Support behaviour of children and young people	Current	Replaces CHCCHILD301B	$15
CHCECE007	Develop positive and respectful relationships with children	Current	Replaces CHCIC301E	$15
CHCECE009	Use an approved learning framework to guide practice	Current		$15

COMMUNITY SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
CHCECE010	Support the holistic development of children in early childhood	Current	Replaces CHCFC301A	$15
CHCECE011	Provide experiences to support children's play and learning	Current	Replaces CHCPR301C	$15
CHCECE012	Support children to connect with their world	Current	Replaces CHCPR302A	$15
CHCECE013	Use information about children to inform practice	Current	Replaces CHCPR303D	$15
CHCECE014	Comply with family day care administration requirements	Current	Replaces CHCAL307A	$15
CHCECE016	Establish and maintain a safe and healthy environment for children	Current	Replaces CHCCN511B	$15
CHCECE017	Foster the holistic development and wellbeing of the child in early childhood	Current		$15
CHCECE018	Nurture creativity in children	Current		$15
CHCECE019	Facilitate compliance in an education and care service	Current	Replaces CHCIC501B	$15
CHCECE020	Establish and implement plans for developing cooperative behaviour	Current	Replaces CHCIC510A	$15
CHCECE021	Implement strategies for the inclusion of all children	Current	Replaces CHCIC512A	$15
CHCECE022	Promote children's agency	Current	Replaces CHCPR502E	$15
CHCECE023	Analyse information to inform learning	Current	Replaces CHCPR509A	$15
CHCECE024	Design and implement the curriculum to foster children's learning and development	Current	Replaces CHCPR510B	$15
CHCECE025	Embed sustainable practices in service operations	Current		$15
CHCECE026	Work in partnership with families to provide appropriate education and care for children	Current	Replaces CHCRF511A	$15
CHCEDS001	Comply with legislative, policy and industrial requirements in the education environment	Current	Replaces CHCEDS301B	$15
CHCEDS002	Assist in implementation of planned educational programs	Current	Replaces CHCEDS302A	$15
CHCEDS003	Contribute to student education in all developmental domains	Current	Replaces CHCEDS303A	$15
CHCEDS004	Contribute to organisation and management of classroom or centre	Current	Replaces CHCEDS304A	$15

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COMMUNITY SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
CHCEDS005	Support the development of literacy and oral language skills	Current		$15
CHCEDS006	Support the development of numeracy skills	Current	Replaces CHCEDS307A	$15
CHCEDS007	Work effectively with students and colleagues	Current		$15
CHCEDS008	Comply with school administrative requirements	Current	Replaces CHCEDS316B	$15
CHCEDS011	Search and assess online information	Current	Replaces CHCEDS319A	$15
CHCEDS012	Set up and sustain individual and small group learning areas	Current	Replaces CHCEDS320B	$15
CHCEDS015	Support development of student research skills	Current	Replaces CHCEDS323A	$15
CHCEDS016	Support learning for students with disabilities in a classroom environment	Current	Replaces CHCEDS330B	$15
CHCEDS017	Contribute to the health and safety of students	Current	Replaces CHCEDS331B	$15
CHCEDS018	Support students with additional needs in the classroom environment	Current	Replaces CHCEDS335A	$15
CHCEDS019	Support students' mathematics learning	Current	Replaces CHCEDS408A	$15
CHCEDS020	Support students' literacy learning	Current	Replaces CHCEDS409A	$15
CHCEDS021	Assist in facilitation of student learning	Current	Replaces CHCEDS410A	$15
CHCEDS022	Work with students in need of additional support	Current		$15
CHCEDS023	Supervise students outside the classroom	Current	Replaces CHCEDS415A	$15
CHCEDS024	Use educational strategies to support Aboriginal and/or Torres Strait Islander education	Current		$15
CHCEDS025	Facilitate learning for students with disabilities	Current		$15
CHCEDS031	Provide support to students with autism spectrum disorder	Current	Replaces CHCEDS434A	$15
CHCEDS032	Support learning and implementation of responsible behaviour	Current		$15
CHCEDS301B	Comply with legislative, policy and industrial requirements in the education environment	Superseded	Replaced by CHCEDS001	$15

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COMMUNITY SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
CHCEDS302A	Facilitate implementation of planned educational programs	Superseded	Replaced by CHCEDS002	$15
CHCEDS303A	Contribute to student education in all developmental domains	Superseded	Replaced by CHCEDS003	$15
CHCEDS304A	Contribute to organisation and management of classroom or centre	Superseded	Replaced by CHCEDS004	$15
CHCEDS306A	Support the development of writing skills	Current		$15
CHCEDS307A	Support the development of numeracy skills	Superseded	Replaced by CHCEDS006	$15
CHCEDS308A	Support the development of oral language skills	Current		$15
CHCEDS312A	Work with diversity in the education environment	Current		$15
CHCEDS314A	Work effectively in an education team	Superseded	Replaced by CHCEDS314B	$15
CHCEDS314B	Work effectively in an education team	Current	Replaces CHCEDS314A	$15
CHCEDS316B	Comply with school administrative requirements	Superseded	Replaced by CHCEDS008	$15
CHCEDS319A	Search and assess online information	Superseded	Replaced by CHCEDS011	$15
CHCEDS320B	Set up and sustain individual and small group learning areas	Superseded	Replaced by CHCEDS012	$15
CHCEDS323A	Support development of student research skills	Superseded	Replaced by CHCEDS015	$15
CHCEDS330B	Support learning for students with disabilities in a classroom environment	Superseded	Replaced by CHCEDS016	$15
CHCEDS331B	Contribute to the health and safety of students	Superseded	Replaced by CHCEDS017	$15
CHCEDS335A	Support students with additional needs in the classroom environment	Superseded	Replaced by CHCEDS018	$15
CHCEDS407A	Collect and analyse information to inform work strategies	Current		$15
CHCEDS408A	Support students' mathematics learning for numeracy	Superseded	Replaced by CHCEDS019	$15
CHCEDS409A	Support students' literacy learning	Superseded	Replaced by CHCEDS020	$15

COMMUNITY SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
CHCEDS410A	Assist in facilitation of student learning	Superseded	Replaced by CHCEDS021	$15
CHCEDS411B	Use high-level communication skills in the education workplace	Current		$15
CHCEDS412B	Contribute to continuous improvement processes within the education environment	Current		$15
CHCEDS415A	Supervise students outside the classroom	Superseded	Replaced by CHCEDS023	$15
CHCEDS434A	Provide support to students with autism spectrum disorder	Superseded	Replaced by CHCEDS031	$15
CHCEDS501A	Identify and respond to student development needs	Current		$15
CHCEDS502B	Foster and support an effective learning environment	Current		$15
CHCEDS503A	Support the development of literacy skills	Current		$15
CHCEDS504A	Support the development and implementation of responsible behaviour	Superseded	Replaced by CHCEDS514A	$15
CHCEDS514B	Support learning and implementation of responsible behaviour (superseded)	Superseded	Replaced by CHCEDS032	$15
CHCES303C	Use labour market information	Current		$15
CHCES304B	Deliver recruitment services	Current		$15
CHCES311A	Work effectively in employment services	Superseded	Replaced by CHCES311B	$15
CHCES311B	Work effectively in employment services	Current	Replaces CHCES311A	$15
CHCES312A	Deliver contracted employment services	Current		$15
CHCES404B	Promote clients to employers	Current		$15
CHCES411A	Collect, analyse and apply labour market information	Current		$15
CHCES413A	Develop and monitor employment plans with clients	Current		$15
CHCES415A	Monitor and improve contracted employment services	Current		$15
CHCES416A	Plan and provide job search support	Current		$15
CHCES502C	Research and report on labour market information	Current		$15
CHCES511B	Manage contracted employment services	Current		$15

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COMMUNITY SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
CHCFC301A	Support the development of children (superseded)	Superseded	Replaced by CHCECE010	$15
CHCFC502A	Foster physical development in early childhood	Superseded		$15
CHCFC503A	Foster social development in early childhood	Superseded		$15
CHCFC504A	Support emotional and psychological development in early childhood	Superseded		$15
CHCFC505A	Foster cognitive development in early childhood	Superseded		$15
CHCFC506A	Foster children's language and communication development	Superseded		$15
CHCFC507A	Use music to enhance children's experience and development	Superseded		$15
CHCFC508A	Foster children's aesthetic and creative development	Superseded		$15
CHCFC512A	Foster physical development in middle childhood	Current		$15
CHCFC513A	Foster social development in middle childhood	Current		$15
CHCFC514A	Support emotional and psychological development in middle childhood	Current		$15
CHCFC515A	Foster cognitive development in middle childhood	Current		$15
CHCFLE301A	Work with clients needing financial literacy education	Current		$15
CHCFLE302A	Educate clients in fundamental financial literacy skills	Current		$15
CHCFLE303A	Educate clients to understand debt and consumer credit	Current		$15
CHCGROUP302D	Support group activities	Current		$15
CHCGROUP403D	Plan and conduct group activities	Current		$15
CHCHC311A	Work effectively in a home and community care environment	Superseded	Replaced by CHCHC311C	$15
CHCHC311C	Work effectively in home and community care	Current	Replaces CHCHC311A	$15
CHCHC401A	Coordinate and monitor home based support	Superseded	Replaced by CHCHC401C	$15
CHCHC401C	Coordinate and monitor home-based support	Current	Replaces CHCHC401A	$15

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COMMUNITY SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
CHCIC201B	Communicate with children	Current		$15
CHCIC301E	Interact effectively with children	Superseded	Replaced by CHCECE007	$15
CHCIC302A	Support Aboriginal and/or Torres Strait Islander families to participate in children's services	Current		$15
CHCIC303B	Work within a regulatory framework specific to children's services	Current		$15
CHCIC501B	Manage children's services workplace practice to address regulations and quality assurance	Superseded	Replaced by CHCECE019	$15
CHCIC510A	Establish and implement plans for developing cooperative behaviour	Superseded	Replaced by CHCECE020	$15
CHCIC511A	Implement and promote inclusive policies and practices in children's services	Current		$15
CHCIC512A	Plan and implement inclusion of children with additional needs	Superseded	Replaced by CHCECE021	$15
CHCICS301B	Provide support to meet personal care needs	Current	Replaces CHCICS301A	$15
CHCICS302A	Participate in the implementation of individualised plans	Superseded	Replaced by CHCICS302B	$15
CHCICS302B	Participate in the implementation of individualised plans	Current	Replaces CHCICS302A	$15
CHCICS303A	Support individual health and emotional well being	Current		$15
CHCICS304A	Work effectively with carers	Superseded	Replaced by CHCICS304B	$15
CHCICS304B	Work effectively with carers	Current	Replaces CHCICS304A	$15
CHCICS305B	Provide behaviour support in the context of individualised plans	Current	Replaces CHCICS305A	$15
CHCICS306A	Provide basic foot skin and nail care (superseded)	Superseded	Replaced by CHCICS306B	$15
CHCICS306B	Provide basic foot, skin and nail care	Current	Replaces CHCICS306A	$15
CHCICS401B	Facilitate support for personal care needs	Current	Replaces CHCICS401A	$15
CHCICS402B	Facilitate individualised plans	Current	Replaces CHCICS402A	$15
CHCICS403A	Conduct individual assessment	Current		$15

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COMMUNITY SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
CHCICS404B	Plan and provide advanced behaviour support	Current		$15
CHCICS405B	Facilitate groups for individual outcomes	Current	Replaces CHCICS405A	$15
CHCICS406B	Support client self-management	Current	Replaces CHCICS406A	$15
CHCICS407B	Support positive lifestyle	Current		$15
CHCICS408B	Provide support to people with chronic disease	Current		$15
CHCICS409A	Recognise and respond to suspected abuse of vulnerable people	Current		$15
CHCICS410A	Support relationships with carers and families	Current		$15
CHCINF302D	Maintain the organisation's information systems	Current		$15
CHCINF303A	Contribute to information requirements in the community sector (superseded)	Superseded	Replaced by CHCINF303B	$15
CHCINF303B	Contribute to information requirements in the community sector	Current	Replaces CHCINF303A	$15
CHCINF403C	Coordinate information systems (superseded)	Superseded	Replaced by CHCINF403E	$15
CHCINF403E	Coordinate information systems	Current	Replaces CHCINF403C	$15
CHCINF407C	Meet information needs of the community (superseded)	Superseded	Replaced by CHCINF407D	$15
CHCINF407D	Meet information needs of the community	Current	Replaces CHCINF407C	$15
CHCINF408C	Comply with information requirements of the aged care and community care sectors	Current		$15
CHCINF505D	Meet statutory and organisation information requirements	Current		$15
CHCLD315A	Recognise stages of lifespan development	Current		$15
CHCLD415A	Confirm client developmental status	Superseded	Replaced by CHCDEV001	$15
CHCLD514B	Analyse impacts of sociological factors on clients in community work and services	Superseded	Replaced by CHCDEV002	$15
CHCLD515A	Analyse client information for service planning and delivery	Superseded	Replaced by CHCDEV003	$15
CHCLLN401A	Support adult language and literacy learning and development	Current		$15

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COMMUNITY SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
CHCLLN402A	Support adult numeracy learning and development	Current		$15
CHCLLN403A	Identify clients with language, literacy and numeracy needs and respond effectively	Current		$15
CHCMH301A	Work effectively in mental health	Superseded	Replaced by CHCMH301C	$15
CHCMH301C	Work effectively in mental health	Current	Replaces CHCMH301A	$15
CHCMH401A	Work effectively in mental health settings	Current		$15
CHCMH402B	Apply understanding of mental health issues and recovery processes	Current		$15
CHCMH403A	Establish and maintain communication and relationships to support the recovery process	Current		$15
CHCMH404B	Conduct assessment and planning as part of the recovery process	Current		$15
CHCMH405A	Work collaboratively to support recovery process	Current		$15
CHCMH408C	Provide interventions to meet the needs of consumers with mental health and AOD issues	Current		$15
CHCMH409A	Facilitate consumer, family and carer participation in the recovery process	Current		$15
CHCMH411A	Work with people with mental health issues	Current		$15
CHCMH501A	Provide advanced supports to facilitate recovery	Current		$15
CHCMH504E	Provide a range of services to people with mental health issues	Current		$15
CHCNET301D	Participate in networks	Current		$15
CHCNET402B	Establish and maintain effective networks	Current		$15
CHCNET404B	Facilitate links with other services	Current		$15
CHCNET501A	Work effectively with other services and networks	Superseded	Replaced by CHCNET501C	$15
CHCNET501C	Work effectively with other services and networks	Current	Replaces CHCNET501A	$15
CHCNET503D	Develop new networks	Current		$15
CHCOHS312A	Follow safety procedures for direct care work	Superseded	Replaced by CHCWHS312A	$15

COMMUNITY SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
CHCORG201A	Follow policies procedures and programs of the organisation	Superseded	Replaced by CHCORG201C	$15
CHCORG201C	Follow policies, procedures and programs of the organisation	Current	Replaces CHCORG201A	$15
CHCORG202C	Work with others	Current		$15
CHCORG303A	Participate effectively in the work environment	Superseded	Replaced by CHCORG303C	$15
CHCORG303C	Participate effectively in the work environment	Current	Replaces CHCORG303A	$15
CHCORG322B	Contribute to implementation of service delivery strategy	Current		$15
CHCORG405C	Maintain an effective work environment	Superseded	Replaced by CHCORG405E	$15
CHCORG405E	Maintain an effective work environment	Current	Replaces CHCORG405C	$15
CHCORG406A	Supervise work	Superseded	Replaced by CHCORG406C	$15
CHCORG406C	Supervise work	Current	Replaces CHCORG406A	$15
CHCORG423A	Maintain quality service delivery	Superseded	Replaced by CHCORG423C	$15
CHCORG423C	Maintain quality service delivery	Current	Replaces CHCORG423A	$15
CHCORG428A	Reflect on and improve own professional practice	Current		$15
CHCORG502B	Work autonomously	Current		$15
CHCORG506C	Coordinate the work environment	Superseded	Replaced by CHCORG506E	$15
CHCORG506E	Coordinate the work environment	Current	Replaces CHCORG506C	$15
CHCORG525C	Recruit and coordinate volunteers (superseded)	Superseded	Replaced by CHCORG525D	$15
CHCORG525D	Recruit and coordinate volunteers	Current	Replaces CHCORG525C	$15
CHCORG529B	Provide coaching and motivation	Current		$15
CHCORG611A	Lead and develop others in a community sector workplace	Superseded	Replaced by CHCORG611C	$15
CHCORG611C	Lead and develop others in a community sector workplace	Current	Replaces CHCORG611A	$15

COMMUNITY SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
CHCORG620D	Promote and represent the service	Current		$15
CHCORG624C	Provide leadership in community service delivery	Superseded	Replaced by CHCORG624E	$15
CHCORG624E	Provide leadership in community service delivery	Current	Replaces CHCORG624C	$15
CHCORG627B	Provide mentoring support to colleagues	Current		$15
CHCOSHC401A	Support children to participate in outside school hours care	Superseded	Replaced by CHCSAC001	$15
CHCOSHC402A	Develop and implement activities in outside school hours care	Superseded	Replaced by CHCSAC002	$15
CHCOSHC402B	Develop and implement activities in outside school hours care	Superseded	Replaced by CHCSAC002	$15
CHCOSHC403A	Working effectively with children in outside school hours care	Superseded	Replaced by CHCSAC003	$15
CHCOSHC403B	Work effectively with children in outside school hours care	Superseded	Replaced by CHCSAC003	$15
CHCPA301B	Deliver care services using a palliative approach	Current		$15
CHCPA402B	Plan for and provide care services using a palliative approach	Current		$15
CHCPAS401B	Undertake pastoral care work	Current		$15
CHCPOL301B	Participate in policy development	Current		$15
CHCPOL402C	Contribute to policy development	Current		$15
CHCPOL403C	Undertake research activities	Current		$15
CHCPOL501A	Access evidence and apply in practice	Current		$15
CHCPOL504B	Develop and implement policy	Current		$15
CHCPR301A	Provide experiences to support children's play and learning	Superseded	Replaced by CHCPR301B	$15
CHCPR301C	Provide experiences to support children's play and learning	Superseded	Replaced by CHCECE011	$15
CHCPR302A	Support sustainable practice	Superseded	Replaced by CHCECE012	$15
CHCPR303D	Develop understanding of children's interests and developmental needs	Superseded	Replaced by CHCECE013	$15
CHCPR502E	Organise experiences to facilitate and enhance children's development	Superseded	Replaced by CHCECE022	$15

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COMMUNITY SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
CHCPR509A	Gather, interpret and use information about children	Superseded	Replaced by CHCECE023	$15
CHCPR510B	Design, implement and evaluate programs and care routines for children	Superseded	Replaced by CHCECE024	$15
CHCPROM503A	Provide community focused promotion and prevention strategies	Current		$15
CHCPROT409E	Provide primary residential care	Superseded	Replaced by CHCPRT009	$15
CHCPROT424A	Develop a child protection practice framework	Current		$15
CHCPROT429A	Work collaboratively to maintain a child safe environment	Superseded	Replaced by CHCPRT003	$15
CHCPROT502E	Undertake and implement planning with at-risk children and young people and their families	Superseded	Replaced by CHCPRT012	$15
CHCPROT510E	Support the progress and development of young people	Superseded	Replaced by CHCPRT013	$15
CHCPROT526B	Work in a child protection environment	Current		$15
CHCPROT603B	Plan and manage provision of out of home care	Current		$15
CHCPRT001	Identify and respond to children and young people at risk	Current	Replaces CHCCHILD401B	$15
CHCPRT002	Support the rights and safety of children and young people	Current	Replaces CHCCHILD404B	$15
CHCPRT003	Work collaboratively to maintain an environment safe for children and young people	Current	Replaces CHCPROT429A	$15
CHCPRT004	Work effectively in child protection to support children, young people and families	Current	Replaces CHCCHILD505B	$15
CHCPRT005	Work within a practice framework	Current		$15
CHCPRT006	Build professional practice and sectoral expertise	Current		$15
CHCPRT007	Provide supervision in the community	Current		$15
CHCPRT008	Provide supervision in a secure system	Current		$15
CHCPRT009	Provide primary residential care	Current	Replaces CHCPROT409E	$15
CHCPRT010	Work with children and young people with complex trauma and attachment issues and needs	Current		$15

COMMUNITY SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
CHCPRT012	Undertake and implement planning with at-risk children and young people and their families	Current	Replaces CHCPROT502E	$15
CHCPRT013	Support the progress and development of young people	Current	Replaces CHCPROT510E	$15
CHCPRT016	Work in the youth justice environment	Current	Replaces CHCYJ401B	$15
CHCPRT017	Support Aboriginal and/or Torres Strait Islander young people in youth justice system	Current		$15
CHCPW401A	Apply peer work practices in the mental health sector	Current		$15
CHCPW402A	Contribute to the continuous improvement of mental health services for consumers and carers	Current		$15
CHCPW403A	Apply lived experience in mental health peer work	Current		$15
CHCPW404A	Work effectively in trauma informed care	Current		$15
CHCPW405A	Promote and facilitate self-advocacy	Current		$15
CHCPW408A	Work effectively in carer mental health peer work	Current		$15
CHCRF301D	Work effectively with families to care for the child	Superseded	Replaced by CHCRF301E	$15
CHCRF301E	Work effectively with families to care for the child	Current	Replaces CHCRF301D	$15
CHCRF402B	Provide intervention support to children and families	Current		$15
CHCRF511A	Work in partnership with families to provide appropriate care for children	Superseded	Replaced by CHCECE026	$15
CHCRH401A	Work effectively in the leisure and health industry	Superseded	Replaced by CHCRH401C	$15
CHCRH401C	Work effectively in the leisure and health industry	Current	Replaces CHCRH401A	$15
CHCRH402B	Undertake leisure and health programming	Current	Replaces CHCRH402A	$15
CHCRH404B	Plan, implement and monitor leisure and health programs	Current	Replaces CHCRH404A	$15
CHCRH405B	Plan leisure and health programs for clients with complex needs	Current		$15
CHCRH406A	Apply knowledge of human behaviour in leisure activity programs	Current		$15

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COMMUNITY SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
CHCRH407A	Apply sociological concepts to leisure and health	Current		$15
CHCRH503B	Develop leisure and health programs for clients with special needs	Current		$15
CHCRH504B	Coordinate planning, implementation and monitoring of leisure and health programs	Current	Replaces CHCRH504A	$15
CHCRH505C	Conduct a program for children and young people with special needs	Current		$15
CHCRH506A	Provide leisure education	Current		$15
CHCRH507A	Apply concepts of human psychology to facilitate involvement in leisure programs	Current		$15
CHCSAC001	Support children to participate in school age care	Current	Replaces CHCOSHC401A	$15
CHCSAC002	Develop and implement play and leisure experiences in school age care	Current	Replaces CHCOSHC402A	$15
CHCSAC003	Work collaboratively and respectfully with children in school age care	Current	Replaces CHCOSHC403A	$15
CHCSAC004	Support the holistic development of children in school age care	Current		$15
CHCSAC005	Foster the holistic development and wellbeing of the child in school age care	Current		$15
CHCSW401A	Work effectively with forced migrants	Current		$15
CHCSW402B	Undertake bicultural work with forced migrants in Australia	Current		$15
CHCVOL201B	Be an effective volunteer	Current		$15
CHCWHS312A	Follow WHS safety procedures for direct care work	Current	Replaces CHCOHS312A	$15
CHCYJ401B	Work in the youth justice environment	Superseded	Replaced by CHCPRT016	$15
CHCYTH001	Engage respectfully with young people	Current	Replaces CHCYTH401B	$15
CHCYTH002	Work effectively with young people in the youth work context	Current	Replaces CHCYTH402C	$15
CHCYTH003	Support young people to create opportunities in their lives	Current	Replaces CHCYTH403C	$15
CHCYTH004	Respond to critical situations	Current	Replaces CHCYTH407E	$15
CHCYTH005	Develop and implement procedures to enable young people to address their needs	Current	Replaces CHCYTH501A	$15

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COMMUNITY SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
CHCYTH008	Support young people to take collective action	Current	Replaces CHCYTH504A	$15
CHCYTH009	Support youth programs	Current	Replaces CHCYTH505E	$15
CHCYTH010	Provide services for young people appropriate to their needs and circumstances	Current	Replaces CHCYTH506B	$15
CHCYTH011	Work effectively with young people and their families	Current	Replaces CHCYTH511B	$15
CHCYTH012	Manage service response to young people in crisis	Current	Replaces CHCYTH608D	$15
CHCYTH301D	Work effectively with young people	Superseded	Replaced by CHCYTH301E	$15
CHCYTH301E	Work effectively with young people	Current	Replaces CHCYTH301D	$15
CHCYTH401B	Engage respectfully with young people	Superseded	Replaced by CHCYTH001	$15
CHCYTH402C	Work effectively with young people in the youth work context	Superseded	Replaced by CHCYTH002	$15
CHCYTH403C	Support young people to create opportunities in their lives	Superseded	Replaced by CHCYTH003	$15
CHCYTH404E	Support young people in crisis	Current		$15
CHCYTH407E	Respond to critical situations	Superseded	Replaced by CHCYTH004	$15
CHCYTH501A	Develop and implement procedures to enable young people to address their needs	Superseded	Replaced by CHCYTH005	$15
CHCYTH504A	Support young people to take collective action	Superseded	Replaced by CHCYTH008	$15
CHCYTH505E	Support youth programs	Superseded	Replaced by CHCYTH009	$15
CHCYTH506B	Provide services for young people appropriate to their needs and circumstances	Superseded	Replaced by CHCYTH010	$15
CHCYTH511B	Work effectively with young people and their families	Superseded	Replaced by CHCYTH011	$15
CHCYTH608D	Manage service response to young people in crisis	Superseded	Replaced by CHCYTH012	$15
PSPMNGT605B	Manage diversity	Current		$15

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FINANCIAL SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
FNSACC301A	Process financial transactions and extract interim reports	Current		$14
FNSACC302A	Administer subsidiary accounts and ledgers	Current		$14
FNSACC303A	Perform financial calculations	Current		$14
FNSACC401A	Process business tax requirements	Current		$18
FNSACC402A	Prepare operational budgets	Current		$18
FNSACC403A	Make decisions in a legal context	Superseded	Replaced by FNSACC403B	$18
FNSACC403B	Make decisions in a legal context	Current	Replaces FNSACC403A	$18
FNSACC404A	Prepare financial statements for non-reporting entities	Current		$18
FNSACC405A	Maintain inventory records	Current		$18
FNSACC406A	Set up and operate a computerised accounting system	Current		$18
FNSACC406A	Set up and operate a computerised accounting system Using MYOB	Current		$18
FNSACC407A	Produce job costing information	Current		$18
FNSACC501A	Provide financial and business performance information	Current		$18
FNSACC502B	Prepare legally compliant tax returns for individuals	Current		$18
FNSACC503A	Manage budgets and forecasts	Current		$18
FNSACC504A	Prepare financial reports for corporate entities	Current		$18
FNSACC505A	Establish and maintain accounting information systems	Current		$18
FNSACC506A	Implement and maintain internal control procedures	Current		$18
FNSACC507A	Provide management accounting information	Current		$18
FNSACM301A	Administer financial accounts	Current		$14
FNSACM302A	Prepare, match and process receipts	Current		$14
FNSACM303A	Process payment documentation	Current		$14

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FINANCIAL SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
FNSACM401A	Evaluate and authorise payment requests	Current		$18
FNSASIC301C	Establish client relationship and analyse needs	Current		$14
FNSASIC302C	Develop, present and negotiate client solutions	Current		$14
FNSBKG401A	Develop and implement policies and procedures relevant to bookkeeping activities	Current		$18
FNSBKG402A	Establish and maintain a cash accounting system	Current		$18
FNSBKG403A	Establish and maintain an accrual accounting system	Current		$18
FNSBKG404A	Carry out business activity and instalment activity statement tasks	Current		$18
FNSBKG405A	Establish and maintain a payroll system	Current		$18
FNSCRD301A	Process applications for credit	Current		$18
FNSCRD302A	Monitor and control accounts receivable	Current		$14
FNSCRD405A	Manage overdue customer accounts	Current		$18
FNSCUS402A	Resolve disputes	Current		$18
FNSFLT201A	Develop and use a personal budget	Current		$11
FNSFLT202A	Develop and use a savings plan	Current		$11
FNSFLT203A	Develop understanding of debt and consumer credit	Current		$11
FNSFLT204A	Develop understanding of superannuation	Current		$11
FNSFLT205A	Develop understanding of the Australian financial system and markets	Current		$11
FNSFLT206A	Develop understanding of taxation	Current		$11
FNSICSAM301B	Identify opportunities for cross-selling products and services	Superseded	Replaced by FNSSAM301A	$12
FNSICSAM402B	Implement a sales plan	Superseded	Replaced by FNSSAM402A	$12
FNSINC301A	Work effectively in the financial services industry	Current		$14
FNSINC401A	Apply principles of professional practice to work in the financial services industry	Current		$18

FINANCIAL SERVICES

UNIT CODE	TITLE	STATUS	UNIT PRICE
FNSORG301A	Administer fixed asset register	Current	$14
FNSRTS301A	Provide customer service in a retail agency	Current	$14
FNSRTS303A	Balance retail transactions	Current	$14
FNSRTS304A	Administer debit card services	Current	$14
FNSRTS305A	Process customer accounts	Current	$14
FNSRTS306A	Process customer transactions	Current	$14
FNSRTS308A	Balance cash holdings	Current	$14
FNSRTS309A	Maintain main bank account	Current	$14
FNSRTS402A	Prepare government returns and reports	Current	$18
FNSSAM301A	Identify opportunities for cross-selling products and services	Current	$14
FNSSAM402A	Implement a sales plan	Current	$18

FOOD PROCESSING

UNIT CODE	TITLE	STATUS	UNIT PRICE
FDFFS2001A	Implement the food safety program and procedures	Current	$9
FDFOHS2001A	Participate in OHS processes	Current	$9
FDFOP1004A	Prepare basic mixes	Current	$9
FDFOP1005A	Operate basic equipment	Current	$9
FDFOP2041A	Operate a mixing or blending and cooking process	Current	$9
FDFOP2052A	Operate a chocolate tempering process	Current	$9
FDFOP2061A	Use numerical applications in the workplace	Current	$9

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HEALTH

UNIT CODE	TITLE	STATUS		UNIT PRICE
HLTAH301A	Assist with an allied health program	Superseded	Replaced by HLTAH301C	$15
HLTAH301C	Assist with an allied health program	Current	Replaces HLTAH301A	$15
HLTAH415A	Assist with the screening of dietary requirements and special diets	Superseded	Replaced by HLTAH415C	$15
HLTAH415C	Assist with the screening of dietary requirements and special diets	Current	Replaces HLTAH415A	$15
HLTAHW001	Work with Aboriginal and/or Torres Strait Islander clients and communities	Current		$15
HLTAHW002	Support clients to obtain access to health services	Current		$15
HLTAID001	Provide cardiopulmonary resuscitation	Current		$15
HLTAID002	Provide basic emergency life support	Current		$15
HLTAID003	Provide first aid	Current		$15
HLTAID004	Provide an emergency first aid response in an education and care setting	Current		$15
HLTAMBFC301B	Communicate with clients and colleagues to support health care	Superseded	Replaced by HLTAMBFC301D	$15
HLTAMBFC301D	Communicate with clients and colleagues to support health care	Current	Replaces HLTAMBFC301B	$15
HLTAMBFC402C	Communicate in complex or difficult situations	Current		$15
HLTAMBPD401C	Manage personal stressors in the work environment	Current		$15
HLTAMBT301B	Transport non-emergency clients under operational conditions	Current		$15
HLTAP301B	Recognise healthy body systems in a health care context	Current		$15
HLTAP401B	Confirm physical health status	Current		$15
HLTAP501A	Analyse health information	Superseded	Replaced by HLTAP501C	$15
HLTAP501C	Analyse health information	Current	Replaces HLTAP501A	$15
HLTCOM301C	Provide specific information to clients	Current		$15
HLTCOM404C	Communicate effectively with clients	Current		$15

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HEALTH

UNIT CODE	TITLE	STATUS		UNIT PRICE
HLTCOM405D	Administer a practice	Current		$15
HLTCOM406C	Make referrals to other health care professionals when appropriate	Current		$15
HLTCOM407B	Provide reception services for a practice	Current		$15
HLTCOM408D	Use specific health terminology to communicate effectively	Current		$15
HLTCOM503D	Manage a practice	Current		$15
HLTCR401C	Work effectively in community rehabilitation	Current		$15
HLTCSD201B	Maintain high standard of client service	Superseded	Replaced by HLTCSD201D	$15
HLTCSD201D	Maintain high standard of client service	Current	Replaces HLTCSD201B	$15
HLTCSD203B	Prepare and maintain beds	Superseded	Replaced by HLTCSD203D	$15
HLTCSD203D	Prepare and maintain beds	Current	Replaces HLTCSD203B	$15
HLTCSD208B	Transport clients	Superseded	Replaced by HLTCSD208D	$15
HLTCSD208D	Transport clients	Current	Replaces HLTCSD208B	$15
HLTCSD302B	Assist with lifestyle and social support needs	Superseded	Replaced by HLTCSD302D	$15
HLTCSD302D	Assist with lifestyle and social support needs	Current	Replaces HLTCSD302B	$15
HLTCSD304B	Support the care of clients (superseded)	Superseded	Replaced by HLTCSD304D	$15
HLTCSD304D	Support the care of clients	Current	Replaces HLTCSD304B	$15
HLTCSD305B	Assist with client movement	Superseded	Replaced by HLTCSD305D	$15
HLTCSD305D	Assist with client movement	Current	Replaces HLTCSD305B	$15
HLTCSD306B	Respond effectively to difficult or challenging behaviour	Superseded	Replaced by HLTCSD306D	$15
HLTCSD306D	Respond effectively to behaviours of concern	Current	Replaces HLTCSD306B	$15
HLTCSD307B	Care for the home environment of clients	Superseded	Replaced by HLTCSD307D	$15

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HEALTH

UNIT CODE	TITLE	STATUS		UNIT PRICE
HLTCSD307D	Care for the home environment of clients	Current	Replaces HLTCSD307B	$15
HLTDA306D	Assist with administration in dental practice	Current		$15
HLTFA211A	Provide basic emergency life support	Superseded	Replaced by HLTAID002	$15
HLTFA311A	Apply first aid	Superseded	Replaced by HLTAID003	$15
HLTFS201B	Distribute meals and refreshments to clients	Superseded	Replaced by HLTFS201D	$15
HLTFS201D	Distribute meals and refreshments to clients	Current	Replaces HLTFS201B	$15
HLTFS204B	Provide ward or unit based food preparation and distribution services	Superseded	Replaced by HLTFS204D	$15
HLTFS204D	Provide ward or unit based food preparation and distribution services	Current	Replaces HLTFS204B	$15
HLTFS205B	Perform kitchenware washing	Superseded	Replaced by HLTFS205D	$15
HLTFS205D	Perform kitchenware washing	Current	Replaces HLTFS205B	$15
HLTFS207C	Follow basic food safety practices	Current		$15
HLTFS309C	Oversee the day-to-day implementation of food safety in the workplace	Current		$15
HLTFS310C	Apply and monitor food safety requirements	Current		$15
HLTFS311C	Develop food safety programs	Current		$15
HLTFS312C	Conduct food safety audits	Current		$15
HLTHIR301A	Communicate and work effectively in health	Superseded	Replaced by HLTHIR301C	$15
HLTHIR301C	Communicate and work effectively in health	Current	Replaces HLTHIR301A	$15
HLTHIR402B	Contribute to organisational effectiveness in the health industry	Superseded	Replaced by HLTHIR402D	$15
HLTHIR402D	Contribute to organisational effectiveness in the health industry	Current	Replaces HLTHIR402B	$15
HLTHIR403C	Work effectively with culturally diverse clients and co-workers	Current		$15
HLTHIR404D	Work effectively with Aboriginal and/or Torres Strait Islander people	Current		$15

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HEALTH

UNIT CODE	TITLE	STATUS		UNIT PRICE
HLTHIR501C	Maintain an effective health work environment	Current		$15
HLTHIR505D	Provide leadership in promoting effective work practices in health	Current		$15
HLTHIR506C	Implement and monitor compliance with legal and ethical requirements	Current		$15
HLTHSE204B	Follow safe manual handling practices	Superseded	Replaced by HLTHSE204D	$15
HLTHSE204D	Follow safe manual handling practices	Current	Replaces HLTHSE204B	$15
HLTIN301C	Comply with infection control policies and procedures	Current		$15
HLTIN403C	Implement and monitor infection control policy and procedures	Current		$15
HLTMS203B	Undertake routine stock maintenance	Superseded	Replaced by HLTMS203D	$15
HLTMS203D	Undertake routine stock maintenance	Current	Replaces HLTMS203B	$15
HLTMS206B	Perform general cleaning tasks in a clinical setting	Superseded	Replaced by HLTMS206D	$15
HLTMS206D	Perform general cleaning tasks in a clinical setting	Current	Replaces HLTMS206B	$15
HLTMS208B	Handle waste in a health care environment	Superseded	Replaced by HLTMS208D	$15
HLTMS208D	Handle waste in a health care environment	Current	Replaces HLTMS208B	$15
HLTNA301D	Provide assistance to nutrition and dietetic services	Current		$15
HLTNA302B	Plan and evaluate meals and menus to meet recommended dietary guidelines	Superseded	Replaced by HLTNA302D	$15
HLTNA302D	Plan and evaluate meals and menus to meet recommended dietary guidelines	Current	Replaces HLTNA302B	$15
HLTNA303B	Plan and modify meals and menus according to nutrition care plans	Superseded	Replaced by HLTNA303D	$15
HLTNA303D	Plan and modify meals and menus according to nutrition care plans	Current	Replaces HLTNA303B	$15
HLTNA304B	Plan meals and menus to meet cultural and religious needs	Superseded	Replaced by HLTNA304D	$15
HLTNA304D	Plan meals and menus to meet cultural and religious needs	Current	Replaces HLTNA304B	$15

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HEALTH

UNIT CODE	TITLE	STATUS		UNIT PRICE
HLTOHS200A	Participate in OHS processes	Superseded	Replaced by HLTWHS200A	$15
HLTOHS300B	Contribute to OHS processes	Superseded	Replaced by HLTWHS300A	$15
HLTOHS400A	Maintain OHS processes	Superseded	Replaced by HLTWHS401A	$15
HLTPAT305D	Operate efficiently within a pathology and specimen collection environment	Current		$15
HLTPAT306D	Perform blood collection	Current		$15
HLTPAT308D	Identify and respond to clinical risks associated with pathology specimen collection	Current		$15
HLTPAT317C	Operate effectively within a pathology testing environment	Current		$15
HLTPM501B	Manage in a health care business	Current		$15
HLTRAH302C	Undertake home visits	Current		$15
HLTSUP401B	Supervise in a health setting	Current		$15
HLTWHS001	Participate in workplace health and safety	Current		$15
HLTWHS002	Follow safe work practices for direct client care	Current		$15
HLTWHS003	Maintain work health and safety	Current		$15
HLTWHS004	Manage work health and safety	Current		$15
HLTWHS200A	Participate in WHS processes	Current	Replaces HLTOHS200A	$15
HLTWHS300A	Contribute to WHS processes	Current	Replaces HLTOHS300A	$15
HLTWHS401A	Maintain workplace WHS processes	Current	Replaces HLTOHS400A	$15
HLTWHS456A	Identify, assess and control WHS risk in own work	Current		$15
HLTWHS501A	Manage workplace WHS processes	Current		$15
MSL953001A	Receive and prepare samples for testing	Current		$15
MSL973002A	Prepare working solutions	Current		$15

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INFORMATION AND COMMUNICATIONS

UNIT CODE	TITLE	STATUS	UNIT PRICE
ICAICT101A	Operate a personal computer Using Windows 7	Current	$15
ICAICT102A	Operate word-processing applications	Current	$15
ICAICT103A	Use, communicate and search securely on the internet	Current	$15
ICAICT104A	Use digital devices	Current	$15
ICAICT105A	Operate spreadsheet applications Using Excel 2010	Current	$15
ICAICT106A	Operate presentation packages	Current	$15
ICAICT201A	Use computer operating systems and hardware	Current	$15
ICAICT202A	Work and communicate effectively in an IT environment	Current	$15
ICAICT203A	Operate application software packages	Current	$15
ICAICT204A	Operate a digital media technology package	Current	$15
ICAICT205A	Design basic organisational documents using computing packages	Current	$15
ICAICT206A	Install software applications	Current	$15
ICAICT209A	Interact with ICT clients	Current	$15
ICAICT210A	Operate database applications Using Access 2007	Current	$15
ICAICT211A	Identify and use basic current industry-specific technologies	Current	$15
ICAICT212A	Incorporate Indigenous needs and perspectives into IT environment	Current	$15
ICAICT301A	Create user documentation	Current	$15
ICAICT302A	Install and optimise operating system software	Current	$15
ICAICT303A	Connect internal hardware components	Current	$15
ICAICT306A	Migrate to new technology	Current	$15
ICAICT308A	Use advanced features of computer applications	Current	$15
ICANWK301A	Provide network systems administration	Current	$15

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INFORMATION AND COMMUNICATION

UNIT CODE	TITLE	STATUS	UNIT PRICE
ICANWK302A	Identify and resolve network problems	Current	$15
ICANWK304A	Administer network peripherals	Current	$15
ICASAS201A	Maintain inventories for equipment, software and documentation	Current	$15
ICASAS202A	Apply problem-solving techniques to routine IT malfunctions	Current	$15
ICASAS203A	Connect hardware peripherals	Current	$15
ICASAS204A	Record client support requirements	Current	$15
ICASAS205A	Maintain IT system integrity	Current	$15
ICASAS206A	Detect and protect from spam and destructive software	Current	$15
ICASAS207A	Protect and secure information assets	Current	$15
ICASAS208A	Maintain IT equipment and consumables	Current	$15
ICASAS301A	Run standard diagnostic tests	Current	$15
ICASAS303A	Care for computer hardware	Current	$15
ICASAS304A	Provide basic system administration	Current	$15
ICASAS305A	Provide IT advice to clients	Current	$15
ICASAS306A	Maintain equipment and software	Current	$15
ICAWEB201A	Use social media tools for collaboration and engagement	Current	$15
ICAWEB301A	Create a simple markup language document	Current	$15
ICAWEB303A	Produce digital images for the web	Current	$15
ICPMM263C	Access and use the Internet	Current	$15
ICPMM321C	Capture a digital image	Current	$15

PROPERTY SERVICES

UNIT CODE	TITLE	STATUS	UNIT PRICE
CPCCOHS1001A	Work safely in the construction industry	Current	$9
CPPCCL2001A	Use hot water extraction	Current	$9
CPPCCL2002A	Use bonnet cleaning	Current	$9
CPPCCL2003A	Use dry foam shampoo	Current	$9
CPPCCL2007A	Perform basic stain removal	Current	$9
CPPCLO1040A	Prepare for work in the cleaning industry	Current	$9
CPPCLO1041A	Apply basic communication skills	Current	$9
CPPCLO2001A	Maintain hard floor surfaces	Current	$9
CPPCLO2004A	Maintain carpeted floors	Current	$9
CPPCLO2009A	Clean glass surfaces	Current	$9
CPPCLO2010A	Clean ceiling surfaces and fittings	Current	$9
CPPCLO2015A	Maintain furniture, fittings and room dressing	Current	$9
CPPCLO2017A	Clean wet areas	Current	$9
CPPCLO2019A	Sort and remove waste and recyclable materials	Current	$9
CPPCLO2033A	Plan for safe and efficient cleaning activities	Current	$9
CPPCLO2035A	Maintain cleaning storage areas	Current	$9
CPPCLO2037A	Clean external surfaces	Current	$9
CPPCLO2043A	Clean using microfibre techniques	Current	$9
CPPCLO3002A	Restore a hard floor surface	Current	$9
CPPCLO3003A	Replace a hard floor finish	Current	$9
CPPCLO3013A	Clean window coverings	Current	$9
CPPCLO3014A	Maintain 'clean room' environments	Current	$9
CPPCLO3016A	Wash furniture and fittings	Current	$9
CPPCLO3020A	Clean using pressure washing	Current	$9
CPPCLO3021A	Clean industrial machinery	Current	$9

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PROPERTY SERVICES

UNIT CODE	TITLE	STATUS	UNIT PRICE
CPPCLO3036A	Clean at high levels	Current	$9
CPPCLO3038A	Clean food-handling areas	Current	$9
CPPCLO3039A	Support leadership in the workplace	Current	$9
CPPCLO4022A	Organise and monitor cleaning operations	Current	$9
CPPCLO4024A	Control the supply of resources to the work site	Current	$9
CPPCLO4025A	Provide quotation for cleaning services	Current	$9
CPPCMN2002A	Participate in workplace safety arrangements	Current	$9
CPPCMN2003A	Provide effective client service	Current	$9
CPPCMN3001B	Participate in environmentally sustainable work practices	Current	$9
CPPCMN3003A	Contribute to workplace safety arrangements	Current	$9
CPPCMN3004A	Respond to enquiries and complaints	Current	$9
CPPCMN4001B	Develop workplace policies and procedures for sustainability	Current	$9
CPPCMN4002B	Implement and monitor environmentally sustainable work practices	Current	$9
CPPCMN4004B	Facilitate effective client relationships	Current	$9
CPPCMN4005A	Facilitate effective teamwork	Current	$9
CPPCMN4006A	Facilitate effective workplace relationships	Current	$9
CPPCMN4007A	Manage workplace safety arrangements	Current	$9

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RETAIL SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
SFIDIST202C	Retail fresh, frozen and live seafood	Current		$10
SIRRFSA001A	Apply retail food safety practices	Current		$10
SIRRFSA002A	Monitor food safety program	Superseded	Replaced by SIRRFSA302	$12
SIRRFSA302	Monitor food safety program	Current	Replaces SIRRFSA002A	$12
SIRRMER001A	Merchandise food products	Current		$10
SIRRMER002A	Pack and display meat products	Current		$10
SIRRMER003A	Prepare and display fast food items	Current		$10
SIRRMER004A	Prepare and display bakery products	Current		$10
SIRRRPK001A	Advise on food products and services	Current		$10
SIRRRPK002A	Advise on meat products	Current		$10
SIRRRPK003A	Advise on fast food products	Current		$10
SIRRRPK004A	Advise on bakery products	Current		$10
SIRRRPK005A	Advise on seafood products	Current		$10
SIRRRPK006A	Recommend liquor products	Current		$12
SIRRRPK007A	Recommend and fit clothing or footwear and products and services	Current		$12
SIRRRPK008A	Recommend jewellery products and services	Current		$12
SIRRRPK009A	Recommend toddler and baby products	Current		$12
SIRRRPK010A	Recommend home and home improvement products and services	Current		$12
SIRRRPK011A	Recommend books or newsagency services	Current		$12
SIRRRPK012A	Recommend business and leisure products and services	Current		$12
SIRRRPK013A	Hire and sell video and DVD products and services	Current		$12
SIRRRPK014A	Recommend specialised products and services	Superseded	Replaced by SIRRRPK214	$12
SIRRRPK214	Recommend specialised products and services	Current	Replaces SIRRRPK014A	$12

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RETAIL SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
SIRWINV302	Monitor inventory capacity to meet demand	Current		$12
SIRWSLS002A	Build sales relationships	Superseded	Replaced by SIRWSLS301	$12
SIRWSLS003A	Optimise customer and territory coverage	Superseded	Replaced by SIRWSLS305	$12
SIRWSLS005A	Analyse and achieve sales targets	Superseded	Replaced by SIRWSLS303	$12
SIRWSLS006A	Build sales of branded products	Superseded	Replaced by SIRWSLS304	$12
SIRWSLS301	Build sales relationships	Current	Replaces SIRWSLS002A	$12
SIRWSLS303	Analyse and achieve sales targets	Current	Replaces SIRWSLS005A	$12
SIRWSLS304	Build sales of branded products	Current	Replaces SIRWSLS006A	$12
SIRWSLS305	Optimise customer and territory coverage	Current	Replaces SIRWSLS003A	$12
SIRXADM001A	Apply retail office procedures	Current		$10
SIRXADM002A	Coordinate retail office	Current		$12
SIRXCCS001A	Apply point-of-sale handling procedures	Superseded	Replaced by SIRXCCS201	$10
SIRXCCS002A	Interact with customers	Superseded	Replaced by SIRXCCS202	$10
SIRXCCS003A	Coordinate interaction with customers	Superseded	Replaced by SIRXCCS304	$12
SIRXCCS004A	Develop business-to-business relationships (superseded)	Superseded	Replaced by SIRXCCS407	$14
SIRXCCS006A	Maintain business-to-business relationships (superseded)	Superseded	Replaced by SIRXCCS305	$12
SIRXCCS201	Apply point-of-sale handling procedures	Current	Replaces SIRXCCS001A	$10
SIRXCCS202	Interact with customers	Current	Replaces SIRXCCS002A	$10
SIRXCCS203	Promote loyalty programs	Current		$10
SIRXCCS304	Coordinate interaction with customers	Current	Replaces SIRXCCS003A	$12
SIRXCCS305	Maintain business-to-business relationships	Current	Replaces SIRXCCS006A	$12

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RETAIL SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
SIRXCCS406	Provide professional customer service for high value and complex sales	Current		$14
SIRXCCS407	Develop business-to-business relationships	Current	Replaces SIRXCCS004A	$14
SIRXCCS408	Build retail relationships and sustain customer loyalty	Current		$14
SIRXCLM001A	Organise and maintain work areas (superseded)	Superseded	Replaced by SIRXCLM101	$10
SIRXCLM002A	Manage store facilities (superseded)	Superseded	Replaced by SIRXCLM402	$14
SIRXCLM101	Organise and maintain work areas	Current	Replaces SIRXCLM001A	$10
SIRXCLM402	Manage store facilities	Current	Replaces SIRXCLM002A	$14
SIRXCOM001A	Communicate in the workplace (superseded)	Superseded	Replaced by SIRXCOM101	$10
SIRXCOM101	Communicate in the workplace to support team and customer outcomes	Current	Replaces SIRXCOM001A	$10
SIRXCOM202	Communicate with customers using technologies	Current		$10
SIRXEBS001A	Acquire and retain online customers	Current		$14
SIRXFIN001A	Balance point-of-sale terminal (superseded)	Superseded	Replaced by SIRXFIN201	$10
SIRXFIN002A	Perform retail finance duties	Current		$10
SIRXFIN003A	Produce financial reports	Current		$12
SIRXFIN004A	Manage financial resources	Current		$14
SIRXFIN005A	Manage operations to budget	Current		$14
SIRXFIN201	Balance and secure point-of-sale terminal	Current	Replaces SIRXFIN001A	$10
SIRXGLC001A	Monitor compliance with legal and legislative requirements affecting business operation	Superseded	Replaced by SIRXGLC401	$14
SIRXGLC401	Monitor compliance with the legislative requirements for establishing a retail business	Current	Replaces SIRXGLC001A	$14
SIRXHRM001A	Administer human resources policy	Current		$14
SIRXHRM002A	Recruit and select personnel	Current		$14

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RETAIL SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
SIRXICT001A	Operate retail technology	Current		$10
SIRXICT002A	Use computers as part of business and e-commerce processes	Current		$12
SIRXICT003A	Operate retail information technology systems	Superseded	Replaced by SIRXICT303	$12
SIRXICT303	Operate retail information technology systems	Current	Replaces SIRXICT003A	$12
SIRXICT404	Adopt mobile commerce applications to improve sales and service	Current		$14
SIRXIND001A	Work effectively in a retail environment	Superseded	Replaced by SIRXIND101	$10
SIRXIND101	Work effectively in a customer service environment	Current	Replaces SIRXIND001A	$10
SIRXIND102	Plan a career in the retail industry	Current		$10
SIRXINV001A	Perform stock control procedures	Current		$10
SIRXINV002A	Maintain and order stock	Current		$12
SIRXINV003A	Plan inventory levels	Current		$14
SIRXINV004A	Buy merchandise	Superseded	Replaced by SIRXINV404	$14
SIRXINV005A	Control inventory	Current		$14
SIRXINV404	Manage retail merchandise	Current	Replaces SIRXINV004A	$14
SIRXINV407	Manage suppliers	Current		$14

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RETAIL SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
SIRXMER202	Plan, create and maintain displays	Current	Replaces SIRXMER005A	$10
SIRXMER303	Coordinate merchandise presentation	Current	Replaces SIRXMER002A	$12
SIRXMER304	Present products	Current	Replaces SIRXMER006A	$12
SIRXMER405	Manage store presentation and pricing	Current		$14
SIRXMER406	Monitor in-store visual merchandising display	Current	Replaces SIRXMER003A	$14
SIRXMGT001A	Coordinate work teams	Current		$12
SIRXMGT002A	Maintain employee relations	Current		$12
SIRXMGT003A	Lead and manage people	Current		$14
SIRXMGT004A	Analyse and communicate information	Current		$14
SIRXMGT005A	Set strategic plans	Current		$14
SIRXMGT006A	Initiate and implement change	Current		$14
SIRXMGT508	Plan and prepare for business sustainability	Current		$14
SIRXMGT509	Manage diversity within the business	Current		$14
SIRXMPR001A	Profile a retail market	Current		$14
SIRXOHS001A	Apply safe working practices	Superseded	Replaced by SIRXWHS101	$10
SIRXOHS002A	Maintain store safety	Superseded	Replaced by SIRXWHS302	$12
SIRXOHS003A	Provide a safe work environment	Superseded	Replaced by SIRXWHS403	$14
SIRXPRO008A	Access product and service performance data	Current		$10
SIRXQUA001A	Develop innovative ideas at work	Current		$12
SIRXQUA002A	Lead a team to foster innovation	Current		$14
SIRXQUA003A	Create an innovative work environment	Current		$14
SIRXQUA004A	Set up systems that support innovation	Current		$14
SIRXQUA005A	Maintain operational quality and productivity	Current		$14

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RETAIL SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
SIRXRPK001A	Recommend health and nutritional products and services	Current		$12
SIRXRPK002A	Recommend hair, beauty and cosmetic products and services	Current		$12
SIRXRSK001A	Minimise theft	Superseded	Replaced by SIRXRSK201	$10
SIRXRSK002A	Maintain store security	Current		$12
SIRXRSK003A	Apply store security systems and procedures	Current		$12
SIRXRSK004A	Control store security	Superseded	Replaced by SIRXRSK404	$14
SIRXRSK201	Minimise loss	Current	Replaces SIRXRSK001A	$10
SIRXRSK404	Control store security	Current	Replaces SIRXRSK004A	$14
SIRXSLS001A	Sell products and services	Superseded	Replaced by SIRXSLS201	$10
SIRXSLS002A	Advise on products and services	Current		$10
SIRXSLS003A	Coordinate sales performance	Superseded	Replaced by SIRXSLS304	$12
SIRXSLS004A	Build relationships with customers	Superseded	Replaced by SIRXSLS303	$12
SIRXSLS005A	Manage sales and service delivery	Superseded	Replaced by SIRXSLS406	$14
SIRXSLS006A	Lead a sales team (superseded)	Superseded	Replaced by SIRXSLS410	$14
SIRXSLS009A	Manage sales teams	Current		$14
SIRXSLS201	Sell products and services	Current	Replaces SIRXSLS001A	$10
SIRXSLS303	Build relationships with customers	Current	Replaces SIRXSLS004A	$12
SIRXSLS304	Coordinate sales performance	Current	Replaces SIRXSLS003A	$12
SIRXSLS406	Manage sales and service delivery	Current	Replaces SIRXSLS005A	$14
SIRXSLS410	Lead a sales representatives team	Current	Replaces SIRXSLS006A	$14
SIRXWHS101	Apply safe work practices	Current	Replaces SIRXOHS001A	$10

RETAIL SERVICES

UNIT CODE	TITLE	STATUS		UNIT PRICE
SIRXWHS302	Maintain store safety	Current	Replaces SIRXOHS002A	$12
SIRXWHS403	Provide a safe work environment	Current	Replaces SIRXOHS003A	$14

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TOURISM, TRAVEL AND HOSPITALITY

UNIT CODE	TITLE	STATUS		UNIT PRICE
SITHACS001B	Provide accommodation reception services	Superseded	Replaced by SITHACS303	$9
SITHACS002B	Conduct night audit	Superseded	Replaced by SITHACS302	$9
SITHACS003A	Provide porter services	Superseded	Replaced by SITHACS204	$9
SITHACS004B	Provide housekeeping services to guests	Superseded	Replaced by SITHACS201	$9
SITHACS005B	Prepare rooms for guests	Superseded	Replaced by SITHACS202	$9
SITHACS006B	Clean premises and equipment	Superseded	Replaced by SITHACS101	$9
SITHACS007B	Launder linen and guest clothes	Superseded	Replaced by SITHACS203	$9
SITHACS008B	Provide valet service	Superseded	Replaced by SITHACS301	$9
SITHACS101	Clean premises and equipment	Current	Replaces SITHACS006B	$9
SITHACS201	Provide housekeeping services to guests	Current	Replaces SITHACS004B	$9
SITHACS202	Prepare rooms for guests	Current	Replaces SITHACS005B	$9
SITHACS203	Launder linen and guest clothes	Current	Replaces SITHACS007B	$9
SITHACS204	Provide porter services	Current	Replaces SITHACS003A	$9
SITHACS301	Provide valet service	Current	Replaces SITHACS008B	$9
SITHACS302	Conduct night audit	Current	Replaces SITHACS002B	$9
SITHACS303	Provide accommodation reception services	Current	Replaces SITHACS001B	$9
SITHCCC001B	Organise and prepare food	Superseded	Replaced by SITHCCC102	$9
SITHCCC002A	Present food	Superseded	Replaced by SITHCCC102	$9
SITHCCC003B	Receive and store kitchen supplies	Superseded	Replaced by SITXINV202	$9
SITHCCC004B	Clean and maintain kitchen premises	Superseded	Replaced by SITHKOP101	$9

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TOURISM, TRAVEL AND HOSPITALITY

UNIT CODE	TITLE	STATUS		UNIT PRICE
SITHCCC005A	Use basic methods of cookery	Superseded	Replaced by SITHCCC201	$9
SITHCCC006A	Prepare appetisers and salads	Superseded	Replaced by SITHCCC202	$9
SITHCCC007A	Prepare sandwiches	Superseded	Replaced by SITHCCC103	$9
SITHCCC008A	Prepare stocks sauces and soups	Superseded	Replaced by SITHCCC203	$9
SITHCCC009A	Prepare vegetables fruit eggs and farinaceous dishes	Superseded	Replaced by SITHCCC204	$9
SITHCCC010A	Select prepare and cook poultry	Superseded	Replaced by SITHCCC301	$9
SITHCCC011A	Select prepare and cook seafood	Superseded	Replaced by SITHCCC302	$9
SITHCCC012A	Select prepare and cook meat	Superseded	Replaced by SITHCCC303	$9
SITHCCC013A	Prepare hot and cold desserts	Superseded	Replaced by SITHPAT306	$9
SITHCCC014A	Prepare pastries cakes and yeast goods	Superseded	Replaced by SITHCCC308	$9
SITHCCC015A	Plan and prepare food for buffets	Superseded	Replaced by SITHCCC304	$9
SITHCCC016A	Develop cost effective menus	Superseded		$9
SITHCCC021B	Handle and serve cheese	Superseded	Replaced by SITHCCC306	$9
SITHCCC025A	Monitor catering revenue and costs	Superseded		$9
SITHCCC026A	Establish and maintain quality control of food	Superseded		$14
SITHCCC027A	Prepare cook and serve food for food service	Superseded	Replaced by SITHCCC207	$9
SITHCCC028A	Prepare cook and serve food for menus	Superseded	Replaced by SITHCCC309	$9
SITHCCC029A	Prepare foods according to dietary and cultural needs	Superseded	Replaced by SITHCCC307	$9
SITHCCC031A	Operate a fast food outlet	Superseded	Replaced by SITHCCC102	$9
SITHCCC038B	Plan catering for an event or function	Superseded	Replaced by SITHKOP404	$9
SITHCCC101	Use food preparation equipment	Current		$9

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TOURISM, TRAVEL AND HOSPITALITY

UNIT CODE	TITLE	STATUS		UNIT PRICE
SITHCCC102	Prepare simple dishes	Current	Replaces SITHCCC001B	$9
SITHCCC103	Prepare sandwiches	Current	Replaces SITHCCC007A	$9
SITHCCC201	Produce dishes using basic methods of cookery	Current	Replaces SITHCCC005A	$9
SITHCCC202	Produce appetisers and salads	Current	Replaces SITHCCC006A	$9
SITHCCC203	Produce stocks, sauces and soups	Current	Replaces SITHCCC008A	$9
SITHCCC204	Produce vegetable, fruit, egg and farinaceous dishes	Current	Replaces SITHCCC009A	$9
SITHCCC207	Use cookery skills effectively	Current	Replaces SITHCCC027A	$9
SITHCCC301	Produce poultry dishes	Current	Replaces SITHCCC010A	$9
SITHCCC302	Produce seafood dishes	Current	Replaces SITHCCC011A	$9
SITHCCC303	Produce meat dishes	Current	Replaces SITHCCC012A	$9
SITHCCC304	Produce and serve food for buffets	Current	Replaces SITHCCC015A	$9
SITHCCC306	Handle and serve cheese	Current	Replaces SITHCCC021B	$9
SITHCCC307	Prepare food to meet special dietary requirements	Current	Replaces SITHCCC029A	$9
SITHCCC308	Produce cakes, pastries and breads	Current	Replaces SITHCCC014A	$9
SITHCCC309	Work effectively as a cook	Current	Replaces SITHCCC028A	$9
SITHFAB001C	Clean and tidy bar areas	Superseded	Replaced by SITHFAB101	$9
SITHFAB002C	Operate a bar	Superseded	Replaced by SITHFAB202	$9
SITHFAB003A	Serve food and beverage to customers	Superseded	Replaced by SITHFAB206	$9
SITHFAB004A	Provide food and beverage service	Superseded	Replaced by SITHFAB307	$9
SITHFAB005A	Provide table service of alcoholic beverages	Superseded		$9

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TOURISM, TRAVEL AND HOSPITALITY

UNIT CODE	TITLE	STATUS		UNIT PRICE
SITHFAB006A	Operate cellar systems	Superseded		$9
SITHFAB007A	Complete retail liquor sales	Superseded		$9
SITHFAB008A	Provide room service	Superseded	Replaced by SITHFAB205	$9
SITHFAB009A	Provide responsible service of alcohol	Superseded	Replaced by SITHFAB201	$9
SITHFAB010C	Prepare and serve non-alcoholic beverages	Superseded	Replaced by SITHFAB203	$9
SITHFAB011A	Develop and update food and beverage knowledge	Superseded		$9
SITHFAB012B	Prepare and serve espresso coffee	Superseded	Replaced by SITHFAB204	$9
SITHFAB013A	Provide specialist advice on food	Superseded	Replaced by SITHFAB309	$9
SITHFAB014A	Provide specialist advice on wine	Superseded		$9
SITHFAB015A	Prepare and serve cocktails	Superseded	Replaced by SITHFAB303	$9
SITHFAB016A	Plan and monitor espresso coffee service	Superseded	Replaced by SITHFAB401	$9
SITHFAB018A	Provide silver service	Superseded	Replaced by SITHFAB308	$9
SITHFAB020A	Apply food and beverage skills in the workplace	Superseded		$9
SITHFAB021A	Provide and coordinate food and beverage service	Superseded		$9
SITHFAB101	Clean and tidy bar areas	Current	Replaces SITHFAB001C	$9
SITHFAB201	Provide responsible service of alcohol	Current	Replaces SITHFAB009A	$9
SITHFAB202	Operate a bar	Current	Replaces SITHFAB002C	$9
SITHFAB203	Prepare and serve non-alcoholic beverages	Current	Replaces SITHFAB010C	$9
SITHFAB204	Prepare and serve espresso coffee	Current	Replaces SITHFAB012B	$9
SITHFAB205	Provide room service	Current	Replaces SITHFAB008A	$9
SITHFAB206	Serve food and beverage	Current	Replaces SITHFAB003A	$9

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TOURISM, TRAVEL AND HOSPITALITY

UNIT CODE	TITLE	STATUS		UNIT PRICE
SITHFAB303	Prepare and serve cocktails	Current	Replaces SITHFAB015A	$9
SITHFAB307	Provide table service of food and beverage	Current	Replaces SITHFAB004A	$9
SITHFAB308	Provide silver service	Current	Replaces SITHFAB018A	$9
SITHFAB309	Provide advice on food	Current	Replaces SITHFAB013A	$9
SITHFAB401	Plan and monitor espresso coffee service	Current	Replaces SITHFAB016A	$14
SITHGAM001A	Attend gaming machines	Superseded	Replaced by SITHGAM202	$9
SITHGAM002A	Operate a TAB outlet	Superseded	Replaced by SITHGAM203	$9
SITHGAM003A	Conduct a Keno game	Superseded	Replaced by SITHGAM204	$9
SITHGAM006A	Provide responsible gambling services	Superseded	Replaced by SITHGAM201	$9
SITHGAM201	Provide responsible gambling services	Current	Replaces SITHGAM006A	$9
SITHGAM202	Attend gaming machines	Current	Replaces SITHGAM001A	$9
SITHGAM203	Operate a TAB outlet	Current	Replaces SITHGAM002A	$9
SITHGAM204	Conduct Keno games	Current	Replaces SITHGAM003A	$9
SITHIND001B	Develop and update hospitality industry knowledge	Superseded	Replaced by SITHIND201	$9
SITHIND002A	Apply hospitality skills in the workplace	Superseded	Replaced by SITHIND202	$9
SITHIND003A	Provide and coordinate hospitality service	Superseded	Replaced by SITHIND301	$9
SITHIND101	Use hygienic practices for hospitality service	Current		$9
SITHIND201	Source and use information on the hospitality industry	Current	Replaces SITHIND001B	$9
SITHIND202	Use hospitality skills effectively	Current	Replaces SITHIND002A	$9
SITHIND301	Work effectively in hospitality service	Current	Replaces SITHIND003A	$9

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TOURISM, TRAVEL AND HOSPITALITY

UNIT CODE	TITLE	STATUS		UNIT PRICE
SITHKOP101	Clean kitchen premises and equipment	Current	Replaces SITHCCC004B	$9
SITHKOP302	Plan and cost basic menus	Current		$9
SITHKOP402	Develop menus for special dietary requirements	Current		$14
SITHKOP403	Coordinate cooking operations	Current		$14
SITHKOP404	Plan catering for events or functions	Current	Replaces SITHCCC038B	$14
SITHPAT012A	Plan patisserie operations	Superseded		$9
SITHPAT306	Produce desserts	Current	Replaces SITHCCC013A	$9
SITTHPR301B	Plan and organise daily work	Superseded		$14
SITTIND001B	Develop and update tourism industry knowledge	Superseded	Replaced by SITTIND201	$9
SITTIND201	Source and use information on the tourism and travel industry	Current	Replaces SITTIND001B	$9
SITTTOP002A	Load touring equipment and conduct pre-departure checks	Superseded	Replaced by SITTTOP301	$9
SITTTOP004B	Set up and operate a camp site	Superseded	Replaced by SITTTOP402	$9
SITTTOP005A	Provide camp site catering	Superseded	Replaced by SITTTOP302	$9
SITTTOP301	Load touring equipment	Current	Replaces SITTTOP002A	$9
SITTTOP302	Provide outdoor catering	Current	Replaces SITTTOP005A	$14
SITTTOP402	Set up and operate a campsite	Current	Replaces SITTTOP004B	$9
SITTTSL001A	Operate an online information system Using Internet Explorer	Superseded	Replaced by SITTTSL201	$14
SITTTSL002A	Access and interpret product information	Superseded	Replaced by SITTTSL202	$9
SITTTSL004A	Source and provide Australian destination information and advice	Superseded	Replaced by SITTTSL302	$9
SITTTSL005A	Sell tourism products and services	Superseded	Replaced by SITTTSL303	$9
SITTTSL006B	Prepare quotations	Superseded	Replaced by SITTTSL304	$9

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TOURISM, TRAVEL AND HOSPITALITY

UNIT CODE	TITLE	STATUS		UNIT PRICE
SITTTSL007B	Receive and process reservations	Superseded	Replaced by SITTTSL305	$9
SITTTSL008B	Book and coordinate supplier services	Superseded	Replaced by SITTTSL306	$9
SITTTSL009B	Process travel-related documentation	Superseded	Replaced by SITTTSL307	$9
SITTTSL012B	Construct domestic airfares	Superseded	Replaced by SITTTSL309	$9
SITTTSL201	Operate an online information system	Current	Replaces SITTTSL001A	$9
SITTTSL202	Access and interpret product information	Current	Replaces SITTTSL002A	$9
SITTTSL301	Provide advice on international destinations	Current		$9
SITTTSL302	Provide advice on Australian destinations	Current	Replaces SITTTSL004A	$9
SITTTSL303	Sell tourism products and services	Current	Replaces SITTTSL005A	$9
SITTTSL304	Prepare quotations	Current	Replaces SITTTSL006B	$9
SITTTSL305	Process reservations	Current	Replaces SITTTSL007B	$9
SITTTSL306	Book supplier services	Current	Replaces SITTTSL008B	$9
SITTTSL307	Process travel-related documentation	Current	Replaces SITTTSL009B	$9
SITTTSL308	Use a computerised reservations or operations system	Current		$9
SITTTSL309	Source airfares for domestic flights	Current	Replaces SITTTSL012B	$9
SITTTSL310	Construct normal international airfares	Current		$9
SITTTSL311	Construct promotional international airfares	Current		$9
SITTTSL312	Construct advanced international airfares	Current		$9
SITTVAF002A	Provide a briefing or scripted commentary	Superseded	Replaced by SITXCOM202	$9
SITXADM001A	Perform office procedures	Superseded		$9
SITXADM002A	Source and present information	Superseded	Replaced by SITXCOM101	$9

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TOURISM, TRAVEL AND HOSPITALITY

UNIT CODE	TITLE	STATUS		UNIT PRICE
SITXADM003A	Write business documents (superseded)	Superseded		$9
SITXADM004A	Plan and manage meetings (superseded)	Superseded		$14
SITXCCS001B	Provide visitor information (superseded)	Superseded	Replaced by SITXCCS201	$9
SITXCCS002A	Provide quality customer service (superseded)	Superseded	Replaced by SITXCCS401	$9
SITXCCS003A	Manage quality customer service (superseded)	Superseded	Replaced by SITXCCS501	$14
SITXCCS004A	Provide club reception services (superseded)	Superseded	Replaced by SITXCCS302	$9
SITXCCS101	Provide information and assistance	Current		$9
SITXCCS201	Provide visitor information	Current	Replaces SITXCCS001B	$9
SITXCCS202	Interact with customers	Current		$9
SITXCCS301	Provide lost and found services	Current	Replaces SITXCCS305A	$9
SITXCCS302	Provide club reception services	Current	Replaces SITXCCS004A	$9
SITXCCS303	Provide service to customers	Current	Replaces SITXCOM001A	$9
SITXCCS305A	Provide lost and found facility (superseded)	Superseded	Replaced by SITXCCS301	$9
SITXCCS401	Enhance the customer service experience	Current	Replaces SITXCCS002A	$14
SITXCCS501	Manage quality customer service	Current	Replaces SITXCCS003A	$14
SITXCOM001A	Work with colleagues and customers (superseded)	Superseded	Replaced by SITXCCS303	$9
SITXCOM002A	Work in a socially diverse environment (superseded)	Superseded	Replaced by SITXCOM201	$9
SITXCOM003A	Deal with conflict situations (superseded)	Superseded	Replaced by SITXCOM401	$9
SITXCOM004A	Communicate on the telephone (superseded)	Superseded		$9
SITXCOM005A	Make presentations (superseded)	Superseded		$9
SITXCOM101	Source and present information	Current	Replaces SITXADM002A	$9

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TOURISM, TRAVEL AND HOSPITALITY

UNIT CODE	TITLE	STATUS		UNIT PRICE
SITXCOM201	Show social and cultural sensitivity	Current	Replaces SITXCOM002A	$9
SITXCOM202	Provide a briefing or scripted commentary	Current	Replaces SITTVAF002A	$9
SITXCOM401	Manage conflict	Current	Replaces SITXCOM003A	$14
SITXENV001A	Participate in environmentally sustainable work practices	Superseded		$9
SITXENV002A	Implement and monitor environmentally sustainable work practices	Superseded		$9
SITXEVT003B	Process and monitor event registrations	Superseded	Replaced by SITXEVT302	$9
SITXEVT004B	Coordinate on-site event registrations	Superseded	Replaced by SITXEVT303	$9
SITXEVT005B	Organise in-house events or functions	Superseded	Replaced by SITXEVT401	$9
SITXEVT017B	Provide on-site event management services	Superseded	Replaced by SITXEVT303	$14
SITXEVT302	Process and monitor event registrations	Current	Replaces SITXEVT003B	$9
SITXEVT303	Coordinate on-site event registrations	Current	Replaces SITXEVT004B	$9
SITXEVT401	Plan in-house events or functions	Current	Replaces SITXEVT005B	$14
SITXEVT505	Manage on-site event operations	Current		$14
SITXFIN001A	Process financial transactions	Superseded	Replaced by SITXFIN201	$9
SITXFIN002A	Maintain financial records	Superseded		$9
SITXFIN003A	Interpret financial information	Superseded	Replaced by SITXFIN401	$14
SITXFIN004A	Manage finances within a budget	Superseded	Replaced by SITXFIN402	$14
SITXFIN005A	Prepare and monitor budgets	Superseded	Replaced by SITXFIN501	$14
SITXFIN008A	Manage financial operations	Superseded		$14
SITXFIN201	Process financial transactions	Current	Replaces SITXFIN001A	$9
SITXFIN401	Interpret financial information	Current	Replaces SITXFIN003A	$14

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TOURISM, TRAVEL AND HOSPITALITY

UNIT CODE	TITLE	STATUS		UNIT PRICE
SITXFIN402	Manage finances within a budget	Current	Replaces SITXFIN004A	$14
SITXFIN501	Prepare and monitor budgets	Current	Replaces SITXFIN005A	$14
SITXFSA001A	Implement food safety procedures	Superseded	Replaced by SITXFSA201	$9
SITXFSA002A	Develop and implement a food safety program	Superseded	Replaced by SITXFSA401	$9
SITXFSA003A	Transport and store food in a safe and hygienic manner	Superseded	Replaced by SITXFSA202	$9
SITXFSA101	Use hygienic practices for food safety	Current	Replaces SITXOHS002A	$9
SITXFSA201	Participate in safe food handling practices	Current	Replaces SITXFSA001A	$9
SITXFSA202	Transport and store food	Current	Replaces SITXFSA003A	$9
SITXFSA401	Develop and implement a food safety program	Current	Replaces SITXFSA002A	$14
SITXGLC001A	Develop and update legal knowledge required for business compliance	Superseded	Replaced by SITXGLC501	$14
SITXGLC501	Research and comply with regulatory requirements	Current	Replaces SITXGLC001A	$14
SITXHRM001A	Coach others in job skills	Superseded	Replaced by SITXHRM301	$14
SITXHRM002A	Recruit select and induct staff	Superseded	Replaced by SITXHRM501	$14
SITXHRM003A	Roster staff	Superseded	Replaced by SITXHRM401	$14
SITXHRM005A	Lead and manage people	Superseded	Replaced by SITXHRM402	$14
SITXHRM006A	Monitor staff performance	Superseded	Replaced by SITXHRM503	$14
SITXHRM007A	Manage workplace diversity	Superseded		$14
SITXHRM008A	Manage workplace relations	Superseded		$14
SITXHRM301	Coach others in job skills	Current	Replaces SITXHRM001A	$9
SITXHRM401	Roster staff	Current	Replaces SITXHRM003A	$14
SITXHRM402	Lead and manage people	Current	Replaces SITXHRM005A	$14

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TOURISM, TRAVEL AND HOSPITALITY

UNIT CODE	TITLE	STATUS		UNIT PRICE
SITXHRM501	Recruit, select and induct staff	Current	Replaces SITXHRM002A	$14
SITXHRM503	Monitor staff performance	Current	Replaces SITXHRM006A	$14
SITXINV001A	Receive and store stock	Superseded	Replaced by SITXINV201	$9
SITXINV002A	Control and order stock	Superseded	Replaced by SITXINV401	$9
SITXINV201	Receive and store stock	Current	Replaces SITXINV001A	$9
SITXINV202	Maintain the quality of perishable items	Current	Replaces SITHCCC003B	$9
SITXINV401	Control stock	Current	Replaces SITXINV002A	$14
SITXMGT001A	Monitor work operations	Superseded	Replaced by SITXMGT401	$14
SITXMGT002A	Develop and implement operational plans	Superseded		$14
SITXMGT003A	Manage projects	Superseded	Replaced by SITXMGT502	$14
SITXMGT004A	Develop and implement a business plan	Superseded		$14
SITXMGT005A	Manage business risk	Superseded		$14
SITXMGT006A	Establish and conduct business relationships	Superseded	Replaced by SITXMGT501	$14
SITXMGT401	Monitor work operations	Current	Replaces SITXMGT001A	$14
SITXMGT501	Establish and conduct business relationships	Current	Replaces SITXMGT006A	$14
SITXMGT502	Manage projects	Current	Replaces SITXMGT003A	$14
SITXMPR002A	Create a promotional display or stand	Superseded	Replaced by SITXMPR402	$9
SITXMPR003A	Plan and implement sales activities	Superseded	Replaced by SITXMPR403	$14
SITXMPR004A	Coordinate marketing activities	Superseded	Replaced by SITXMPR404	$14
SITXMPR005A	Develop and manage marketing strategies	Superseded	Replaced by SITXMPR502	$14

TRANSPORT AND LOGISTICS

UNIT CODE	TITLE	STATUS	UNIT PRICE
TLIA1001A	Secure cargo	Current	$11
TLIA2009A	Complete and check import/ export documentation	Current	$11
TLIA2011A	Package goods	Current	$11
TLIA2012A	Pick and process orders	Current	$11
TLIA2013A	Receive goods	Current	$11
TLIA2014A	Use product knowledge to complete work operations	Current	$11
TLIA2020A	Replenish stock	Current	$11
TLIA2021A	Despatch stock	Current	$11
TLIA2022A	Participate in stocktakes	Current	$11
TLIA2041A	Manually sort mail and parcels	Current	$11
TLIA3015A	Complete receival/ despatch documentation	Current	$11
TLIA3016A	Use inventory systems to organise stock control	Current	$11
TLIA3017A	Identify products and store to specifications	Current	$11
TLIA3018A	Organise despatch operations	Current	$11
TLIA3019A	Organise receival operations	Current	$11
TLIA3023A	Coordinate stocktakes	Current	$11
TLIA3024A	Organise warehouse records operations	Current	$11
TLIA3026A	Monitor storage facilities	Current	$11
TLIA3038A	Control and order stock	Current	$11
TLIA3039A	Receive and store stock	Current	$11
TLIA4005A	Check and evaluate records and documentation	Current	$14
TLIA4028A	Assess and monitor optimum stock levels	Current	$14
TLIA4031A	Consolidate freight	Current	$14
TLIA4032A	Organise transport of freight or goods	Current	$14

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TRANSPORT AND LOGISTICS

UNIT CODE	TITLE	STATUS	UNIT PRICE
TLIB1028A	Maintain and use hand tools	Current	$11
TLIB1031A	Clean up plant, equipment and worksite	Current	$11
TLIB2001A	Check and assess operational capabilities of equipment	Current	$11
TLIB2004A	Carry out vehicle inspection	Current	$11
TLIB2119A	Carry out maintenance of trailers	Current	$11
TLIB3002A	Test equipment and isolate faults	Current	$11
TLIB3006A	Carry out inspection of vehicles designed to carry special loads	Current	$11
TLIC3011A	Transport passengers with disabilities	Current	$11
TLID1001A	Shift materials safely using manual handling methods	Current	$11
TLID1002A	Shift a load using manually-operated equipment	Current	$11
TLID2003A	Handle dangerous goods/ hazardous substances	Current	$11
TLID2004A	Load and unload goods/ cargo	Current	$11
TLID2010A	Operate a forklift	Current	$11
TLID2012A	Operate specialised load shifting equipment	Current	$11
TLID2013A	Move materials mechanically using automated equipment	Current	$11
TLID3011A	Conduct specialist forklift operations	Current	$11
TLID3014A	Load and unload vehicles carrying special loads	Current	$11
TLID3015A	Identify and label explosives and dangerous goods	Current	$11
TLIE1003A	Participate in basic workplace communication	Current	$11
TLIE1005A	Carry out basic workplace calculations	Current	$11
TLIE2001A	Present routine workplace information	Current	$11
TLIE2007A	Use communication systems	Current	$11
TLIE2008A	Process workplace documentation	Current	$11

TRANSPORT AND LOGISTICS

UNIT CODE	TITLE	STATUS		UNIT PRICE
TLIE3002A	Estimate/ calculate mass, area and quantify dimensions	Current		$11
TLIE3004A	Prepare workplace documents	Current		$11
TLIE3009A	Use pilot and escort communication	Current		$11
TLIE3012A	Consolidate manifest documentation	Current		$11
TLIE3018A	Maintain freight records	Current		$11
TLIE4006A	Collect, analyse and present workplace data and information	Current		$14
TLIF1001A	Follow Occupational Health and Safety procedures	Current		$11
TLIF1002A	Conduct housekeeping activities	Superseded	Replaced by TLIF1002B	$11
TLIF1002B	Conduct housekeeping activities	Current	Replaces TLIF1002A	$11
TLIF2006A	Apply accident-emergency procedures	Current		$11
TLIF2010A	Apply fatigue management strategies	Current		$11
TLIF2012A	Apply safe procedures when handling/ transporting dangerous goods or explosives	Current		$11
TLIF2019A	Ensure a safe on-board passenger and working environment	Current		$11
TLIF2072A	Comply with safety and security procedures	Current		$11
TLIF3003A	Implement and monitor Occupational Health and Safety procedures	Current		$11
TLIF3004A	Organise Occupational Health and Safety procedures in the workplace	Current		$11
TLIF3063A	Administer the implementation of fatigue management strategies	Current		$11
TLIF4007A	Implement and coordinate accident-emergency procedures	Current		$14
TLIF4014A	Develop and maintain a safe workplace	Current		$14
TLIF4064A	Manage fatigue management policy and procedures	Current		$14
TLIF4065A	Ensure compliance with Australian Dangerous Goods Code	Current		$14
TLIF4094A	Ensure compliance with chain of responsibility	Current		$14

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TRANSPORT AND LOGISTICS

UNIT CODE	TITLE	STATUS	UNIT PRICE
TLIG1001A	Work effectively with others	Current	$11
TLIG2007A	Work in a socially diverse environment	Current	$11
TLIG3002A	Lead a work team or group	Current	$11
TLIG4005A	Organise transport workload	Current	$14
TLIG4006A	Facilitate work teams	Current	$14
TLIH2001A	Interpret road maps and navigate pre-determined routes	Current	$11
TLIH3002A	Plan and navigate routes	Current	$11
TLIH3004A	Identify major roads, services and attractions	Current	$11
TLII1002A	Apply customer service skills	Current	$11
TLII3007A	Provide freight forwarding information to customers	Current	$11
TLII4001A	Coordinate quality customer service	Current	$14
TLII4005A	Market services and products to clients	Current	$14
TLII4016A	Service freight customers	Current	$14
TLII4017A	Develop freight customers	Current	$14
TLIJ2001A	Apply quality procedures	Current	$11
TLIJ3002A	Apply quality systems	Current	$11
TLIK2003A	Apply keyboard skills	Current	$11
TLIK2010A	Use infotechnology devices in the workplace	Current	$11
TLIL1001A	Complete workplace orientation/ induction procedures	Current	$11
TLIL2008A	Complete routine administrative tasks	Current	$11
TLIL2060A	Complete induction to the transport industry	Current	$11
TLIL3003A	Conduct induction process	Current	$11
TLIL4005A	Apply conflict/ grievance resolution strategies	Current	$14

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TRANSPORT AND LOGISTICS

UNIT CODE	TITLE	STATUS	UNIT PRICE
TLIL4009A	Manage personal work priorities and professional development	Current	$14
TLIL4010A	Assess and confirm customer transport requirements	Current	$14
TLIL4033A	Promote effective workplace practice	Current	$14
TLILIC2001A	Licence to operate a forklift truck	Current	
TLIM4004A	Mentor individuals or small groups	Current	$14
TLIO1002A	Follow security procedures when working with passengers and personnel	Current	$11
TLIO2021A	Follow security procedures when working with goods and cargo	Current	$11
TLIO3016A	Apply and monitor workplace security procedures	Current	$11
TLIP2014A	Capture records into a record keeping system	Current	$11
TLIP2017A	Maintain control of records	Current	$11
TLIP2024A	Conduct financial transactions	Current	$11
TLIP2029A	Prepare and process financial documents	Current	$11
TLIP2030A	Conduct courier/ delivery cash transactions	Current	$11
TLIP2037A	Carry out financial transactions and maintain records	Current	$11
TLIP4001A	Develop plans to meet customer and organisation needs	Current	$14
TLIP4002A	Facilitate and capitalise on change in the workplace	Current	$14
TLIP4005A	Manage workplace information	Current	$14
TLIPC1001A	Demonstrate care and apply safe practices at work	Current	$11
TLIPC1002A	Adapt to work requirements in the transport and logistics industry	Current	$11
TLIPC1003A	Apply effective work practices	Current	$11
TLIPC1004A	Complete courier delivery operations	Current	$11
TLIPC1005A	Complete small store operations	Current	$11

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TRANSPORT AND LOGISTICS

UNIT CODE	TITLE	STATUS	UNIT PRICE
TLIR4001A	Monitor supplier performance	Current	$14
TLIR4002A	Source goods/ services and evaluate contractors	Current	$14
TLIR4008A	Implement and supervise stocktaking procedures	Current	$14
TLIU1009A	Monitor plant and equipment in an environmentally sustainable manner	Current	$11
TLIU1013A	Prepare for environmentally sustainable work practices	Current	$11
TLIU2012A	Participate in environmentally sustainable work practices	Current	$11
TLIU3011A	Implement and monitor environmentally sustainable work practices	Current	$11
TLIU4010A	Develop workplace policy and procedures for sustainability	Current	$14
TLIX4028A	Apply knowledge of logistics	Current	$14
TLIX5042A	Organise road transport operations	Current	$14

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TRAINING AND EDUCATION

UNIT CODE	TITLE	STATUS		UNIT PRICE
TAEASS301B	Contribute to assessment	Current		$18
TAEASS401B	Plan assessment activities and processes	Current		$18
TAEASS402B	Assess competence	Current		$18
TAEASS403B	Participate in assessment validation	Current		$18
TAEASS502B	Design and develop assessment tools	Current		$18
TAEDEL301A	Provide work skill instruction	Current		$18
TAEDEL401A	Plan, organise and deliver group-based learning	Current		$18
TAEDEL402A	Plan, organise and facilitate learning in the workplace	Current		$18
TAEDEL403A	Coordinate and facilitate distance-based learning	Current		$18
TAEDEL404A	Mentor in the workplace	Current		$18
TAEDEL501A	Facilitate e-learning	Current		$18
TAEDES401A	Design and develop learning programs	Current		$18
TAEDES402A	Use training packages and accredited courses to meet client needs	Current		$18
TAELLN401A	Address adult language, literacy and numeracy skills	Superseded	Replaced by TAELLN411	$18
TAELLN411	Address adult language, literacy and numeracy skills	Current	Replaces TAELLN401A	$18
TAELLN501B	Support the development of adult language, literacy and numeracy skills	Current		$18
TAESUS501A	Analyse and apply sustainability skills to learning programs	Current		$18
TAESUS502A	Identify and apply current sustainability education principles and practice to learning programs	Current		$18
TAETAS401A	Maintain training and assessment information	Current		$18

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SKILLS AND EDUCATION

UNIT CODE	TITLE	STATUS	UNIT PRICE
CAAEW	Negotiate a learning plan	Current	$11
CAAEX	Assemble an assessment portfolio	Current	$11
CAAEY	Consolidate verbal/signed communication skills	Current	$11
CAAEZ	Consolidate spatial skills	Current	$11
CAAFA	Consolidate number skills	Current	$11
CAAFB	Consolidate reading skills	Current	$11
CAAFC	Consolidate writing skills	Current	$11
CAAFD	Use online resources safely	Current	$11
NYSA	Read texts independently	Current	$11
NYSB	Write texts independently	Current	$11
NYSC	Communicate effectively	Current	$11
NYSD	Develop and implement a learning plan	Current	$11
NYSF	Apply basic mathematical skills in consumer settings	Current	$11
NYSG	Using basic mathematical operations	Current	$11
NYSX	Planning a future career	Current	$11
NYTH	Engage with a range of texts of some complexity for employment purposes	Current	$11
PXMC	Becoming job ready	Current	$11

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Workshop based resources with PowerPoint presentation

These resources are designed for workshop based delivery and are available for selected qualifications. Each resource comes with a companion PowerPoint presentation to support workshop delivery.

CERTIFICATE IV IN FRONTLINE MANAGEMENT BSB40807

UNIT CODE	TITLE	COLOUR	B&W
BSBCUS401A	Coordinate implementation of customer service strategies	$33	$18
BSBINM401A	Implement workplace information system	$33	$18
BSBINN301A	Promote innovation in a team environment	$33	$18
BSBLED401A	Develop teams and individuals	$33	$18
BSBMGT401A	Show leadership in the workplace	$33	$18
BSBMGT402A	Implement operational plan	$33	$18
BSBMGT403A	Implement continuous improvement	$33	$18
BSBOHS407A	Monitor a safe workplace	$33	$18
BSBPMG510A	Manage projects	$33	$18
BSBRSK401A	Identify risk and apply risk management processes	$33	$18
BSBWOR401A	Establish effective workplace relationships	$33	$18
BSBWOR402A	Promote team effectiveness	$33	$18
BSBWOR404A	Develop work priorities	$33	$18

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CERTIFICATE IV IN TRAINING AND ASSESSMENT TAE40110

UNIT CODE	TITLE	UNIT PRICE
TAEASS301B	Contribute to assessment	$18
TAEASS401B	Plan assessment activities and processes	$18
TAEASS402B	Assess competence	$18
TAEASS403B	Participate in assessment validation	$18
TAEASS502B	Design and develop assessment tools	$18
TAEDEL301A	Provide work skill instruction	$18
TAEDEL401A	Plan, organise and deliver group-based learning	$18
TAEDEL402A	Plan, organise and facilitate learning in the workplace	$18
TAEDEL403A	Coordinate and facilitate distance-based learning	$18
TAEDEL404A	Mentor in the workplace	$18
TAEDEL501A	Facilitate e-learning	$18
TAEDES401A	Design and develop learning programs	$18
TAEDES402A	Use training packages and accredited courses to meet client needs	$18
TAELLN411	Address adult language, literacy and numeracy skills	$18
TAELLN501B	Support the development of adult language, literacy and numeracy skills	$18
TAESUS501A	Analyse and apply sustainability skills to learning programs	$18
TAESUS502A	Identify and apply current sustainability education principles and practice to learning programs	$18
TAETAS401A	Maintain training and assessment information	$18

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Professional development resources

Our professional development resources are designed to support non-accredited training. Each resource is available as a Participant Manual or a Facilitator Guide and encourages group participation and involvement in activities. Resources can be printed in colour and are accompanied by a complementary PowerPoint presentation.

UNIT TITLE	UNIT PRICE
Assertive communication behaviours	$33
Business documents and correspondence	$33
Change management	$33
Coaching skills for managers	$33
Coping with workplace stress	$33
Customer loyalty—how do you get it?	$33
Delivering training at work	$33
Influencing and negotiation skills	$33
Making meetings useful	$33
Outstanding communication skills	$33
Project management fundamentals	$33
Supervision: action or attitude?	$33
Telephone communication: representing the company	$33
The barista book	$33
Time management	$33
Use computer operating systems using Windows 7	$33

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Workplace Health and Safety (Health and Safety Representative HSR)

UNIT TITLE	COLOUR	B&W
Interpreting the work health and safety legislative framework and its relationship to the HSR	$11	$15
Identifying key parties, legislative obligations and duties	$11	$15
Establishing representation in the workplace	$11	$15
Participating in consultation and issues resolution	$11	$15
Represent members in the WHS risk management process undertaken by the PCBU	$11	$15
Issuing a provisional improvement notice (PIN) and directing the cessation of work	$11	$15
Health and Safety Representative Bridging course	$11	$15
Health and Safety Representative 2 day course	$11	$15
Health and Safety Representative 3 day course	$11	$15

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HOW TO ORDER

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Email	admin@smallprint.com.au
Telephone	(08) 8275 9333
Fax	(08) 8275 9391
Mail	PO Box 222, Daw Park SA 5041

For account customers, orders are dispatched within 10 working days. For non-account customers orders will be printed as soon as payment has been received.

FREIGHT CHARGES

Please allow 10 working days for delivery. For urgent orders, please call customer service as additional freight charges may apply.

DEIVERY TIME

Freight charges are subject to change without notice. Current prices are:

1 unit	$10	26–50 units	$40
2–10 units	$20	51 + units	$60
11–25 units	$30		

Please note that additional charges apply for urgent orders.

PRICES

All prices detailed in our catalogue, order forms and website are recommended retail prices and are subject to change without notice. All product prices are GST inclusive.

smallprint

MAKING PAYMENT

Payments can be made by VISA, MasterCard, EFT or Cheque.

For VISA or MasterCard payments, please call the Accounts Department on (08) 8275 9399.

EFT payments may be made to:

Account Number	03258883
BSB Number	805 022
Payee Name	smallprint Australia Pty Ltd
Reference	Please quote Invoice Number
Remit to	accounts@smallprint.com.au

Cheques to be made out to smallprint Australia Pty Ltd and posted to:

PO Box 222, Daw Park SA 5041

Please note that orders placed online require payment by Visa or MasterCard, unless a 30 day trading account is held.

DEFECTS, RETURNS AND CANCELLATIONS

The following outlines smallprint's policy on defective goods, returns and cancellation of orders. A full policy can be obtained by contacting smallprint's.

DEFECTS

1.   The Client shall inspect the Goods on delivery and shall within seven (7) days of delivery (time being of the essence) notify smallprint of any alleged defect, shortage in quantity, damage or failure to comply with the description or quote. The Client shall afford smallprint an opportunity to inspect the Goods within a reasonable time following delivery if the Client believes the Goods are defective in any way. If the Client shall fail to comply with these provisions the Goods shall be presumed to be free from any defect or damage. For defective Goods, which smallprint has agreed in writing that the Client is entitled to reject, smallprint's liability is limited to either (at smallprint's discretion) replacing the Goods or repairing the Goods.

RETURNS

1. Returns will only be accepted provided that:

    a. The Buyer has complied with the provisions of clause 1; and

    b. smallprint has agreed in writing to accept the return of the Goods; and

    c. The Goods are returned at the Buyer's cost within seven (7) days of the delivery date; and

    d. smallprint will not be liable for Goods which have not been stored or used in a proper manner; and

    e. The Goods are returned in the condition in which they were delivered and with all packaging material, brochures and instruction material in as new condition as is reasonably possible in the circumstances.

2. smallprint may (in its discretion) accept the return of Goods for credit but this may incur a handling fee of ten percent (10%) of the value of the returned Goods or an administration fee of $20.00, whichever is the greater, plus any freight.

3. The refund policy may apply to orders cancelled prior to despatch.

4. Where smallprint has sent incorrect, duplicated, damaged or faulty products, we will gladly accept the return at our expense and refund the full invoiced price. Such requests should be notified as soon as possible after detection, so that the problem can be fixed.

5. No returns will be considered for products that are considered obsolete or out-dated or which have been extensively customised.

6. Returns due to incorrect customer ordering or change of mind must be advised within seven (7) days of receipt of the product, and return must be affected within seven (7) days of receipt of the return approval.

7. The method of credit will vary according to the payment method. A credit card refund or cheque will be issued, depending upon the method the customer used to purchase.

CANCELLATION

1. smallprint may cancel any contract to which these terms and conditions apply or cancel delivery/printing of Goods at any time before the Goods are delivered/printed by giving written notice to the Client. On giving such notice smallprint shall repay to the Client any sums paid in respect of the Price. smallprint shall not be liable for any loss or damage whatever arising from such cancellation.

2. In the event that the Client cancels delivery/printing of Goods the Client shall be liable for any loss incurred by smallprint (including, but not limited to, any loss of profits) up to the time of cancellation.

3. Goods printed or made to special order, Client specification or non-catalogue items are under no circumstances acceptable for return. Cancellation of orders for printed or special or non-catalogue items will definitely not be accepted, once these orders are in production.

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