

# BSB Catalogue

# 2018

January

PRECISION GROUP (AUSTRALIA)  
[www.precisiongroup.com.au](http://www.precisiongroup.com.au)



**precision  
group**  
focusing on your training needs



**Leading  
supplier of  
communication  
and business  
training  
material**



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# ABOUT PRECISION GROUP

## Our Vision

Empowering individuals to succeed.

## Our Mission

Consistently create quality print and online training resources to empower trainers to excel.

## Our Company Profile

### Precision Group is recognised as:

- A leading supplier of learning resources
- A provider of pre-audit, staff development, assessing, and system development services to national training sectors.

### The company:

- Places critical importance on the quality of training, training materials, systems function, and compliance.

### Our business is therefore unique and able to:

- Offer to our clients; products, services, and consultants who have significant industry knowledge and interest in your business sector
- Provide increased value and advantage in the successful training of Learners and staff to enhance their personal development and capability.

### Our philosophy is to:

- Develop trusting relationships with our clients
- Understand your business
- Identify your 'needs' to grow your business.

## Our Commitment

Precision Group (Australia) will produce results for your organisation.

## Contacts

Precision Group (Australia)  
ABN: 48 127 926 726

T: 1300 626 556

E: [info@precisiongroup.com.au](mailto:info@precisiongroup.com.au)  
[www.precisiongroup.com.au](http://www.precisiongroup.com.au)

# TRADING TERMS & CONDITIONS

## Orders

Your resources can be ordered by phone, email or through our website by using the shopping cart. An invoice will be generated and emailed to you as confirmation of your order. Once this has been paid, your order will be dispatched.

## Prices

Prices detailed in our catalogue, order form, and website are recommended retail prices only and are subject to change without notice.

## GST

All product prices and freight are GST inclusive.

## Method of Payment

Payment can be made by either a cheque, electronic funds transfer, or credit card.

## Accounts

A monthly account may be established, which can be arranged by calling our office for the account application. All accounts are payable by the 15th of each calendar month for the previous months invoices. Any account falling outside the trading terms, may be charged an additional 2% of the outstanding balance per month. Precision Group (Australia) reserves the right to recover any additional costs incurred in relation to collection of any overdue debt.

## Freight

There are two freight options - Regular Postage and Express Postage:

### REGULAR POSTAGE

(Within Australia)

NO. OF BOOKS	CHARGE
<b>1-4</b>	<b>\$18</b>
5-9	\$25
<b>10-14</b>	<b>\$30</b>
15-19	\$35
<b>20-24</b>	<b>\$40</b>
25-29	\$45
<b>30-39</b>	<b>\$50</b>
40-49	\$60
<b>50-59</b>	<b>\$70</b>
60-69	\$80
<b>70-79</b>	<b>\$90</b>
80+	\$100

### EXPRESS POSTAGE

(Within Australia)

NO. OF BOOKS	CHARGE
<b>1-4</b>	<b>\$25</b>
5-9	\$40
<b>10-14</b>	<b>\$50</b>
15-19	\$60
<b>20+</b>	<b>\$3.50</b> per book

\* Precision Group (Australia) will not be held responsible for any freight that is not delivered overnight using Express Postage.

# TRADING TERMS & CONDITIONS

## International Customers

International customer orders will be sent by Australia Post registered mail. The postage and handling cost will be on an individual basis and determined by size, weight, and destination of the parcel. If you would like your goods delivered by Express Post or courier, you will need to contact us by phone, fax, or email to make the appropriate arrangements.

Orders will not be dispatched until payment has been received.

## Delivery

Please allow 10 working days from the date of invoice for delivery within Australia. The Express Postage service is overnight\* to capital cities and major regional areas (some country areas may take two days). International orders allow 14-21 working days from the date of invoice for delivery.

## Damaged Goods

Goods damaged in transit to customers will be replaced in full.

## Returns and Refunds

Precision Group (Australia) is a print on demand operation, therefore it is important that material is chosen carefully. Customers have 30 days from invoice date to request the return of Goods. All returns will be approved or rejected at the discretion of Precision Group (Australia). Consistent with the Competition and Consumer Act 2010, Precision Group (Australia) is not automatically responsible for accepting returns where there is a customer error or the customer simply changes their mind. Goods returned without prior approval or outside specified timeframes will not be credited. Goods must be returned in resalable condition. Approved returns have 30 days to return the Goods and will receive a credit which will be processed for the invoiced value of the Goods returned, less a \$20 charge for administration or 25% of the invoiced value of the books returned, whichever is greater. Precision Group (Australia) will not refund the initial freight charge of delivering the materials to you. Customers will not be credited for goods damaged in transit and customised resources will not be approved for return. When a training package, qualification or unit is updated, it is up to the customer to order the correct version, as superseded material will not be approved for return. Superseded material can be checked on [training.gov.au/search](http://training.gov.au/search). Please note, all sections of the returns form must be completed before a refund will be considered.

Digital information cannot be "returned". Therefore, refunds and exchanges are not available for digital products sold by Precision Group (Australia). However, if you accidentally provided an incorrect email address while purchasing a digital product or if the digital product cannot be downloaded due to website availability or other technical issues, and you can reasonably prove to the satisfaction of Precision Group (Australia) that you both purchased a digital product from Precision Group (Australia) and have not already downloaded the digital product you purchased, Precision Group (Australia) will provide an alternative one-time only means of downloading the digital product.

## Copyright

Precision Group (Australia) owns all Copyright on its products as detailed in the Copyright Act 1968.

No part of the Precision Group (Australia) books may be reproduced in any form or by any means, electronic or mechanical, including photocopying or recording, or by an information retrieval system without written permission from Precision Group (Australia). Legal action may be taken against any person who infringes their Copyright through unauthorised copying.

# OUR PRODUCTS

## Trainer Packs

What's inside:

- The Trainer Manual
- The Trainer Assessment Pack

### The Trainer Manual

Our training product is designed to assist in achieving the goals, efficiency, and credibility of the RTO. Each Pack covers the requirements of one unit of competency allowing you to 'mix and match' to meet your training needs.

Each Trainer Manual includes:

- Thoroughly researched, complete, and regularly reviewed subject coverage written in an easily understood format
- Full colour and logically laid out material to reflect the related Elements and Performance Criteria for easy reference and training
- Quiz questions and answers for each Element with Trainer support notes for each
- Practical activities included for each Element to ensure Learner comprehension and the ability to apply, with Trainer support notes
- An introduction, activities, true/false questions, summary, and key points

### Assessment

Our assessment is excellent for either students or employed Learners and may be completed using the Simulated Business (login provided) or the Learner's workplace.

Inside the assessment:

- Are tasks using the Simulated Business or Learner's own organisation, oral questions, case studies, theory, practical, and role plays as appropriate
- Are model answers and parameters to determine competency
- Is mapping, critical aspects of evidence and employability skills mapping, and literacy and numeracy where required
- Is space to contextualise the assessment and record the results
- Is twelve months (from first log on) access to the Simulated Business

Assessments using the Simulated Business are validated before sale and support is offered by PGA staff where difficulties are experienced at audit.

# OUR PRODUCTS

## Learner Packs

What's inside:

- The Learner Resource
- The Learner Assessment Pack.

### The Learner Resource

This is an invaluable asset for trainees and will enhance their ability to apply their learned skills. It is designed specifically to assist them in achieving their goals. Each Pack covers the requirements of one unit of competency.

Each Learner Resource includes:

- Thoroughly researched, complete, and regularly reviewed subject coverage written in an easily understood format
- Full colour or black and white material, both logically laid out to reflect the related Elements and Performance Criteria for easy reference and training
- Quiz questions for each Element
- Practical activities included for each Element to ensure Learner comprehension and the ability to apply
- An introduction, activities, true/false questions, summary, and key points.

### Assessment

Our assessment is excellent for either students or employed Learners and may be completed using the Simulated Business (login provided) or the Learner's workplace.

Inside the assessment:

- Is an assessment ideal for either workplace or classroom use
- It is designed with space to contextualise the assessment and record the results
- Is assessment mapping, critical aspects of evidence and employability skills mapping, and literacy and numeracy where required
- Is twelve months (from first log on) access to the Simulated Business

Assessments using the Simulated Business are validated before sale and support is offered by PGA staff where difficulties are experienced at audit.

## Recognition of Prior Learning (RPL)

RPL Packs are available through our shopping cart in black and white only and are \$90 each.

What's inside:

- Assessment Delivery
- Learner Information
- Recording.



# OUR PRODUCTS

## Customised Resources

Precision Group (Australia) offers customisation of all resources. We can include your logo or combine units to create individual books. There is so much variation, so please do not hesitate to give our office a call to discuss your ideas.

## Licensing\*

Precision Group (Australia) offer licensing for our Learner Resources.

There are three options:

- ▶ Licensed Learner Resources available in pdf to print hard copies only
- ▶ Licensed Learner Assessments available in Word or InDesign formats to customise how you wish
- ▶ Licensed Learner Resources available for eLearning to customise and upload to your own learning platform.

\* Other conditions apply.

## eLearning Resources

Precision Group offers two options for eLearning resources:

### 1. Interactive Multimedia Resources

Our eLearning resources are available in interactive multimedia format for adding to your Learning Management System (LMS) and come with an optional Assessment bundle including soft copy assessments and marking guides, evidence records and fully mapped Record of Assessments. These resources are currently available for specific qualifications including the Diploma of Business and the Diploma of Business Administration, with more being developed continually. Check the Precision Group website for an up-to-date listing of available units. We can also develop eLearning resources on demand.\*

### 2. Interactive Resources via Didasko Online

Access Precision Group's full suite of learner guides, online assessments and trainer resources online via our eLearning platform provider, Didasko Resources. If you do not have your own LMS, or require access to a wider range of units, this is your best option. Visit the Didasko website for a full listing of available resources: <http://www.didasko.com/bsb-precision-unit-list>

\* Conditions apply. Please contact us for more details.

# QUALIFICATIONS\* - BSB Streamlined

Learner & Trainer

Unit Code	Title	Trainer <sup>†</sup>	Learner <sup>†</sup>					
			Hard Copy - Price per Qualification Colour Only	Hard Copy - Price per Qualification			Licensed Assessment	eLearning Resource (per student)
				Resource and Assessment		Resource Only 10+ B/W		
1-9 Colour	10+ Colour	10+ B/W						
BSB10115	Certificate I in Business - Includes 1 core unit and 5 elective units = 6 units	\$255	\$164	\$127	\$61	\$46	\$1,980	\$165
BSB20115	Certificate II in Business - Includes 1 core unit and 11 elective units = 12 units	\$653	\$408	\$296	\$153	\$123	\$3,960	\$330
BSB20215	Certificate II in Customer Engagement - Includes 3 core units and 6 elective units = 9 units	\$490	\$306	\$222	\$115	\$92	\$2,970	\$247.50
BSB30115	Certificate III in Business - Includes 1 core unit and 11 elective units = 12 units	\$684	\$490	\$327	\$173	\$143	\$3,960	\$330
BSB30415	Certificate III in Business Administration - Includes 2 core units and 11 elective units = 13 units	\$740	\$530	\$353	\$187	\$155	\$4,290	\$357.50
BSB30215	Certificate III in Customer Engagement - Includes 4 core units and 8 elective units = 12 units	\$684	\$490	\$327	\$173	\$143	\$3,960	\$330
BSB30715	Certificate III in Work Health and Safety - Includes 5 core units and 5 elective units = 10 units	\$570	\$408	\$272	\$145	\$119	\$3,300	\$275
BSB40215	Certificate IV in Business - Includes 1 core unit and 9 elective units = 10 units	\$629	\$442	\$298	\$162	\$136	\$3,300	\$275
BSB40515	Certificate IV in Business Administration - Includes 10 elective units	\$629	\$442	\$298	\$162	\$136	\$3,300	\$275
BSB40315	Certificate IV in Customer Engagement - Includes 3 core units and 10 elective units = 13 units	\$818	\$575	\$387	\$210	\$177	\$4,290	\$357.50
BSB42015	Certificate IV in Leadership and Management - Includes 4 core units and 8 elective units = 12 units	\$755	\$531	\$357	\$194	\$164	\$3,960	\$330
BSB41015	Certificate IV in Human Resources - Includes 6 core units and 4 elective units = 10 units	\$629	\$442	\$298	\$162	\$136	\$3,300	\$275
BSB42615	Certificate IV in New Small Business - Includes 4 core units and 6 elective units = 10 units	\$629	\$442	\$298	\$162	\$136	\$3,300	\$275
BSB52415	Diploma of Marketing and Communication - Includes 3 core units and 9 elective units = 12 units	\$786	\$592	\$318	\$214	\$184	\$3,960	\$330
BSB50215	Diploma of Business - Includes 8 elective units	\$524	\$395	\$252	\$143	\$123	\$2,640	\$220

# BSB Streamlined - QUALIFICATIONS\*

Learner & Trainer

Unit Code	Title	Trainer †	Learner †					
BSB50415	Diploma of Business Administration - Includes 8 elective units	\$524	\$395	\$252	\$143	\$123	\$2,640	\$220
BSB50615	Diploma of Human Resources Management - Includes 6 core units and 3 elective units = 9 units	\$589	\$443	\$283	\$160	\$138	\$2,970	\$247,50
BSB51915	Diploma of Leadership and Management - Includes 4 core units and 8 elective units = 12 units	\$786	\$592	\$318	\$214	\$184	\$3,960	\$330
BSB51615	Diploma of Quality Auditing - Includes 8 elective units	\$524	\$395	\$252	\$143	\$123	\$2,640	\$220
BSB60215	Advanced Diploma of Business - Includes 8 elective units	\$551	\$436	\$272	\$163	\$143	\$2,640	\$220
BSB61015	Advanced Diploma of Leadership and Management - Includes 4 core units and 8 elective units = 12 units	\$837	\$653	\$408	\$245	\$214	\$3,960	\$330
BSB61315	Advanced Diploma of Marketing and Communication - Includes 3 core units and 9 elective units = 12 units	\$837	\$653	\$408	\$245	\$214	\$3,960	\$330
BSB60915	Advanced Diploma of Management (Human Resources) - Includes 6 core units and 2 elective units = 8 units	\$551	\$436	\$272	\$163	\$143	\$2,640	\$220

\* Qualification selection must include units that Precision Group (Australia) offers in this catalogue.

† The prices listed for both Trainer and Learner are for one full qualification.

# UNITS OF COMPETENCY - BSB Streamlined

Learner & Trainer

Unit Code	Title	Trainer	Learner					
			Hard Copy - Price per Unit Colour Only	Hard Copy - Number of Books per Unit			Licensed Assessment	eLearning Resource (per student)
				Resource and Assessment		Resource Only 10+ B/W		
			1-9 Colour	10+ Colour	10+ B/W			
BSBADM101	Use business equipment and resources	\$50	\$32	\$25	\$12	\$10	\$330	\$27.50
BSBADM307	Organise schedules	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBADM311	Maintain business resources	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBADM405	Organise meetings	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBADM406	Organise business travel	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBADM409	Coordinate business resources	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBADM502	Manage meetings	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBADM503	Plan and manage conferences	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBADM504	Plan and Implement Administrative Systems	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBADM506	Manage business document design and development	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBADV507	Develop a media plan	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBADV509	Create mass print media advertisements	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBADV602	Develop an advertising campaign	\$82	\$64	\$40	\$24	\$21	\$330	\$27.50
BSBADV603	Manage advertising production	\$82	\$64	\$40	\$24	\$21	\$330	\$27.50
BSBADV604	Execute an advertising campaign	\$82	\$64	\$40	\$24	\$21	\$330	\$27.50
BSBADV605	Evaluate campaign effectiveness	\$82	\$64	\$40	\$24	\$21	\$330	\$27.50
BSBAUD402	Participate in a quality audit	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBAUD501	Initiate a quality audit	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBAUD503	Lead a quality audit	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBAUD504	Report on a quality audit	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBCMM101	Apply basic communication skills	\$50	\$32	\$25	\$12	\$10	\$330	\$27.50
BSBCMM201	Communication in the workplace	\$64	\$40	\$29	\$15	\$12	\$330	\$27.50
BSBCMM301	Process customer complaints	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50

# BSB Streamlined – UNITS OF COMPETENCY

Learner & Trainer

Unit Code	Title	Trainer	Learner					
			Hard Copy - Price per Unit Colour Only	Hard Copy - Number of Books per Unit			Licensed Assessment	eLearning Resource (per student)
				Resource and Assessment		Resource Only 10+ B/W		
1-9 Colour	10+ Colour	10+ B/W						
BSBCM401	Make a presentation	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBCUE203	Conduct customer engagement	\$64	\$40	\$29	\$15	\$12	\$330	\$27.50
BSBCUE205	Prepare for work in a customer engagement environment	\$64	\$40	\$29	\$15	\$12	\$330	\$27.50
BSBCUE301	Use multiple information systems	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBCUE304	Provide sales solutions to customers	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBCUE306	Process complex accounts	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBCUE307	Work effectively in customer engagement	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBCUE309	Develop product and service knowledge for customer engagement operation	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBCUE404	Collect, analyse and record information	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBCUS201	Deliver a service to customers	\$64	\$40	\$29	\$15	\$12	\$330	\$27.50
BSBCUS301	Deliver and monitor a service to customers	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBCUS401	Coordinate implementation of customer service strategies	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBCUS402	Address customer needs	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBCUS403	Implement customer service standards	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBCUS501	Manage quality customer service	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBDIV301	Work effectively with diversity	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBDIV501	Manage diversity in the workplace	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBDIV601	Develop and implement diversity policy	\$82	\$64	\$40	\$24	\$21	\$330	\$27.50
BSBFIA301	Maintain financial records	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBFIA303	Process accounts payable and receivable	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBFIA304	Maintain a general ledger	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBFIA401	Prepare financial reports	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBFIA402	Report on financial activity	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50

# UNITS OF COMPETENCY - BSB Streamlined

Learner & Trainer

Unit Code	Title	Trainer	Learner					
			Hard Copy - Price per Unit Colour Only	Hard Copy - Number of Books per Unit			Licensed Assessment	eLearning Resource (per student)
				Resource and Assessment		Resource Only 10+ B/W		
1-9 Colour	10+ Colour	10+ B/W						
BSBFIM501	Manage budgets and financial plans	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBFIM601	Manage finances	\$82	\$64	\$40	\$24	\$21	\$330	\$27.50
BSBFLM303	Contribute to effective workplace relationships	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBFLM305	Support operational plan	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBFLM306	Provide workplace information and resourcing plans	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBFLM309	Support continuous improvement systems and processes	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBFLM311	Support a workplace learning environment	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBFLM312	Contribute to team effectiveness	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBHRM403	Support performance management process	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBHRM404	Review human resource functions	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBHRM405	Support the recruitment, selection and induction of staff	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBHRM501	Manage human resources services	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBHRM502	Manage human resources management information systems	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBHRM505	Manage remuneration and employee benefits	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBHRM506	Manage recruitment, selection and induction processes	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBHRM507	Manage separation or termination	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBHRM510	Manage mediation processes	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBHRM512	Develop and manage performance-management processes	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBHRM513	Manage workforce planning	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBHRM602	Manage human resources strategic planning	\$82	\$64	\$40	\$24	\$21	\$330	\$27.50
BSBHRM604	Manage employee relations	\$82	\$64	\$40	\$24	\$21	\$330	\$27.50
BSBIND201	Work effectively in a business environment	\$64	\$40	\$29	\$15	\$12	\$330	\$27.50
BSBINM201	Process and maintain workplace information	\$64	\$40	\$29	\$15	\$12	\$330	\$27.50

# BSB Streamlined – UNITS OF COMPETENCY

Learner & Trainer

Unit Code	Title	Trainer	Learner					
			Hard Copy - Price per Unit Colour Only	Hard Copy - Number of Books per Unit			Licensed Assessment	eLearning Resource (per student)
				Resource and Assessment		Resource Only 10+ B/W		
1-9 Colour	10+ Colour	10+ B/W						
BSBINM202	Handle mail	\$64	\$40	\$29	\$15	\$12	\$330	\$27.50
BSBINM301	Organise workplace information	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBINM401	Implement workplace information system	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBINM501	Manage an information or knowledge management system	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBINM601	Manage knowledge and information	\$82	\$64	\$40	\$24	\$21	\$330	\$27.50
BSBINN201	Contribute to workplace innovation	\$64	\$40	\$29	\$15	\$12	\$330	\$27.50
BSBINN301	Promote innovation in a team environment	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBINN502	Build and sustain an innovative work environment	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBINN601	Lead and manage organisational change	\$82	\$64	\$40	\$24	\$21	\$330	\$27.50
BSBITU101	Operate a personal computer	\$50	\$32	\$25	\$12	\$10	\$330	\$27.50
BSBITU102	Develop keyboard skills	\$50	\$32	\$25	\$12	\$10	\$330	\$27.50
BSBITU201	Produce simple word processed documents (Word 2013)	\$64	\$40	\$29	\$15	\$12	\$330	\$27.50
BSBITU202	Create and use spreadsheets (Excel 2013)	\$64	\$40	\$29	\$15	\$12	\$330	\$27.50
BSBITU203	Communicate electronically	\$64	\$40	\$29	\$15	\$12	\$330	\$27.50
BSBITU302	Create electronic presentations	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBITU303	Design and produce text documents	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBITU304	Produce spreadsheets	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBITU305	Conduct online transactions	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBITU306	Design and produce business documents	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBITU307	Develop keyboard skills and accuracy	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBITU401	Design and develop complex text documents	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBITU404	Produce complex desktop published documents	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBLDR401	Communicate Effectively as a Workplace Leader	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50

# UNITS OF COMPETENCY - BSB Streamlined

Learner & Trainer

Unit Code	Title	Trainer	Learner					
			Hard Copy - Price per Unit Colour Only	Hard Copy - Number of Books per Unit			Licensed Assessment	eLearning Resource (per student)
				Resource and Assessment		Resource Only		
			1-9 Colour	10+ Colour	10+ B/W	10+ B/W		
BSBLDR402	Lead effective workplace relationships	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBLDR403	Lead team effectiveness	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBLDR501	Develop and use emotional intelligence	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBLDR502	Lead and manage effective workplace relationships	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBLDR503	Communicate with influence	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBLDR504	Implement diversity in the workplace	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBLED101	Plan skills development	\$50	\$32	\$25	\$12	\$10	\$330	\$27.50
BSBLED401	Develop teams and individuals	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBLED501	Develop a workplace learning environment	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBLED502	Manage programs that promote personal effectiveness	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBMGT401	Show leadership in the workplace	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBMGT402	Implement operational plan	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBMGT403	Implement continuous improvement	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBMGT404	Lead and facilitate off-site staff	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBMGT405	Provide personal leadership	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBMGT502	Manage people performance	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBMGT516	Facilitate continuous improvement	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBMGT517	Manage operational plan	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBMGT605	Provide leadership across the organisation	\$82	\$64	\$40	\$24	\$21	\$330	\$27.50
BSBMGT608	Manage innovation and continuous improvement	\$82	\$64	\$40	\$24	\$21	\$330	\$27.50
BSBMGT615	Contribute to organisation development	\$82	\$64	\$40	\$24	\$21	\$330	\$27.50
BSBMGT616	Develop and implement strategic plans	\$82	\$64	\$40	\$24	\$21	\$330	\$27.50
BSBMGT617	Develop and implement a business plan	\$82	\$64	\$40	\$24	\$21	\$330	\$27.50



# BSB Streamlined – UNITS OF COMPETENCY

Learner & Trainer

Unit Code	Title	Trainer	Learner					
			Hard Copy - Price per Unit Colour Only	Hard Copy - Number of Books per Unit			Licensed Assessment	eLearning Resource (per student)
				Resource and Assessment		Resource Only		
			1-9 Colour	10+ Colour	10+ B/W	10+ B/W		
BSBMKG413	Promote products and services	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBMKG414	Undertake marketing activities	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBMKG501	Identify and evaluate marketing opportunities	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBMKG502	Establish and adjust the marketing mix	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBMKG506	Plan market research	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBMKG507	Interpret market trends and developments	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBMKG510	Plan e-marketing communications	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBMKG514	Implement and monitor marketing activities	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBMKG515	Conduct a marketing audit	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBMKG523	Design and develop an integrated marketing communication plan	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBMKG603	Manage the marketing process	\$82	\$64	\$40	\$24	\$21	\$330	\$27.50
BSBMKG605	Evaluate international marketing opportunities	\$82	\$64	\$40	\$24	\$21	\$330	\$27.50
BSBMKG606	Manage international marketing programs	\$82	\$64	\$40	\$24	\$21	\$330	\$27.50
BSBMKG607	Manage market research	\$82	\$64	\$40	\$24	\$21	\$330	\$27.50
BSBMKG608	Develop organisational marketing objectives	\$82	\$64	\$40	\$24	\$21	\$330	\$27.50
BSBMKG609	Develop a marketing plan	\$82	\$64	\$40	\$24	\$21	\$330	\$27.50
BSBPMG522	Undertake project work	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBPRO301	Recommend products and services	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBPUR301	Purchase goods and services	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBREL401	Establish networks	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBRES401	Analyse and present research information	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBRISK401	Identify risk and apply risk management processes	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBRISK501	Manage risk	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50

# UNITS OF COMPETENCY - BSB Streamlined

Learner & Trainer

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				Resource and Assessment		Resource Only		
1-9 Colour	10+ Colour	10+ B/W	10+ B/W					
BSBSLS501	Develop a sales plan	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBSMB201	Identify Suitability for Micro Business	\$64	\$40	\$29	\$15	\$12	\$330	\$27.50
BSBSMB401	Establish legal and risk management requirements of small business	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBSMB402	Plan small business finances	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBSMB403	Market the small business	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBSMB404	Undertake small business planning	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBSMB405	Monitor and manage small business operations	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBSMB406	Manage small business finances	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBSMB407	Manage a small team	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBSMB408	Manage personal, family, cultural and business obligations	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBSMB409	Build and maintain relationships with small business stakeholders	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBSUS201	Participate in environmentally sustainable work practices	\$64	\$40	\$29	\$15	\$12	\$330	\$27.50
BSBSUS401	Implement and monitor environmentally sustainable work practices	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBSUS501	Develop workplace policy and procedures for sustainability	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBWHS201	Contribute to health and safety of self and others	\$64	\$40	\$29	\$15	\$12	\$330	\$27.50
BSBWHS301	Maintain workplace safety	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBWHS302	Apply knowledge of WHS legislation in the workplace	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control activities	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBWHS304	Participate effectively in WHS communication and consultation processes	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBWHS305	Contribute to WHS issue resolution	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBWHS402	Assist with compliance with WHS laws	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBWHS406	Assist with responding to incidents	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50

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				Resource and Assessment		Resource Only 10+ B/W		
1-9 Colour	10+ Colour	10+ B/W						
BSBWHS501	Ensure a safe workplace	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBWOR201	Manage personal stress in the workplace	\$64	\$40	\$29	\$15	\$12	\$330	\$27.50
BSBWOR202	Organise and complete daily work activities	\$64	\$40	\$29	\$15	\$12	\$330	\$27.50
BSBWOR203	Work effectively with others	\$64	\$40	\$29	\$15	\$12	\$330	\$27.50
BSBWOR204	Use business technology	\$64	\$40	\$29	\$15	\$12	\$330	\$27.50
BSBWOR301	Organise personal work priorities and development	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBWOR403	Manage stress in the workplace	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBWOR404	Develop work priorities	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBWOR501	Manage personal work priorities and professional development	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBWOR502	Lead and manage team effectiveness	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBWRK411	Support employee and industrial relations procedures	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
BSBWRK510	Manage employee relations	\$77	\$58	\$37	\$21	\$18	\$330	\$27.50
BSBWRT301	Write simple documents	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
BSBWRT401	Write complex documents	\$74	\$52	\$35	\$19	\$16	\$330	\$27.50
FNSSAM301	Identify opportunities for cross-selling products and services	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
FNSICGEN305B	Maintain daily financial/business records	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50
PUAWER001B	Identify, prevent and report potential workplace emergency situations	\$67	\$48	\$32	\$17	\$14	\$330	\$27.50