

PRICE LIST & ORDER FORM 2012

As at December 2011

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Aspire Training & Consulting Ltd
 trading as Aspire Learning Resources

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Are You Ready? Volume 1

ISBN	Title	Office use	Price	Qty	Total
1 74042 200 7	CD-ROM contains all 20 booklets – annual renewable licence	AYR1L	\$439.00		
	Annual renewable thereafter		\$250.00		
	20 booklets	AYRBM20	\$250.00		
	15 booklets (please select from list below)	AYRBM15	\$200.00		
	6 booklets (please select from list below)	AYRBM6	\$100.00		
	1 booklet (please select from list below)	Various	\$20.00 ea		

ISBN	Title	Office use	Select	Qty
978 1 74042 322 9	Following instructions at work	AYR101P	<input type="checkbox"/>	
978 1 74042 324 3	Looking your best at work	AYR102P	<input type="checkbox"/>	
978 1 74042 326 7	Organising your time	AYR103P	<input type="checkbox"/>	
978 1 74042 329 8	Speaking up for yourself	AYR104P	<input type="checkbox"/>	
978 1 74042 323 6	Having ideas	AYR105P	<input type="checkbox"/>	
978 1 74042 335 9	Working in a shop	AYR106P	<input type="checkbox"/>	
978 1 74042 337 3	Working safely	AYR107P	<input type="checkbox"/>	
978 1 74042 331 1	Using a telephone at work	AYR108P	<input type="checkbox"/>	
978 1 74042 333 5	What do employers expect?	AYR109P	<input type="checkbox"/>	
978 1 74042 338 0	Working with people of other cultures	AYR110P	<input type="checkbox"/>	
978 1 74042 354 0	Having an interview	AYR111P	<input type="checkbox"/>	
978 1 74042 325 0	Making an appointment	AYR112P	<input type="checkbox"/>	
978 1 74042 328 1	Setting up your workstation	AYR113P	<input type="checkbox"/>	
978 1 74042 321 2	Finding a job	AYR114P	<input type="checkbox"/>	
978 1 74042 327 4	Preparing a resume	AYR115P	<input type="checkbox"/>	
978 1 74042 336 6	Working in a team	AYR116P	<input type="checkbox"/>	
978 1 74042 330 4	Using a photocopier	AYR117P	<input type="checkbox"/>	
978 1 74042 332 8	Using email at work	AYR118P	<input type="checkbox"/>	
978 1 74042 334 2	When a customer complains	AYR119P	<input type="checkbox"/>	
978 1 74042 339 7	Writing application letters	AYR120P	<input type="checkbox"/>	

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Are You Ready? Volume 2

ISBN	Title	Office use	Price	Qty	Total
978 1 74042 738 8	CD-ROM contains all 20 booklets – annual renewable licence	AYR2L	\$439.00		
	Annual renewable thereafter		\$250.00		
	20 booklets	AYR2BM20	\$250.00		
	15 booklets (please select from list below)	AYR2BM15	\$200.00		
	6 booklets (please select from list below)	AYR2BM6	\$100.00		
	1 booklet (please select from list below)	Various	\$20.00 ea		

ISBN	Title	Office use	Select	Qty
978 1 74042 739 5	Safety with food	AYR201P	<input type="checkbox"/>	
978 1 74042 740 1	Keeping healthy	AYR202P	<input type="checkbox"/>	
978 1 74042 741 8	Making plans	AYR203P	<input type="checkbox"/>	
978 1 74042 742 5	Finding and sharing a place to live	AYR204P	<input type="checkbox"/>	
978 1 74042 743 2	About driving	AYR205P	<input type="checkbox"/>	
978 1 74042 744 9	The environment needs your help	AYR206P	<input type="checkbox"/>	
978 1 74042 745 6	About clothing	AYR207P	<input type="checkbox"/>	
978 1 74042 746 3	Shopping wisely	AYR208P	<input type="checkbox"/>	
978 1 74042 747 0	Planning a holiday	AYR209P	<input type="checkbox"/>	
978 1 74042 748 7	Being part of your community	AYR210P	<input type="checkbox"/>	
978 1 74042 749 4	Basic reading	AYR211P	<input type="checkbox"/>	
978 1 74042 750 0	Listening well	AYR212P	<input type="checkbox"/>	
978 1 74042 751 7	Communicating well	AYR213P	<input type="checkbox"/>	
978 1 74042 752 4	Being informed	AYR214P	<input type="checkbox"/>	
978 1 74042 753 1	About Australian culture	AYR215P	<input type="checkbox"/>	
978 1 74042 754 8	How to learn	AYR216P	<input type="checkbox"/>	
978 1 74042 755 5	Managing time	AYR217P	<input type="checkbox"/>	
978 1 74042 756 2	Managing anger	AYR218P	<input type="checkbox"/>	
978 1 74042 757 9	Managing change	AYR219P	<input type="checkbox"/>	
978 1 74042 758 6	Using public transport	AYR220P	<input type="checkbox"/>	

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Work it Out!

ISBN	Title	Office use	Price	Qty	Total
978 1 74042 864 4	CD-ROM contains all 10 booklets – annual renewable licence	WIOCD	\$220.00		
	10 booklets	WIOSET10	\$155.00		
	5 booklets (please select from list below)	WIOSET5	\$80.00		
	1 booklet (please select from list below)	Various	\$20.00 ea		

ISBN	Title	Office use	Select	Qty
978 1 74042 846 0	Fractions, percentages, decimals – basic	WIO01	<input type="checkbox"/>	
978 1 74042 854 5	Fractions, percentages, decimals – extension	WIO02	<input type="checkbox"/>	
978 1 74042 850 7	Understanding length and time	WIO06	<input type="checkbox"/>	
978 1 74042 851 4	Understanding volume, mass and temperature	WIO07	<input type="checkbox"/>	
978 1 74042 852 1	2-D and 3-D shapes and angles	WIO08	<input type="checkbox"/>	
978 1 74042 853 8	Using maps	WIO09	<input type="checkbox"/>	
978 1 74042 848 4	Understanding Australian money and banking	WIO04	<input type="checkbox"/>	
978 1 74042 849 1	Creating a personal budget	WIO05	<input type="checkbox"/>	
978 1 74042 855 2	Reading bills and statements	WIO10	<input type="checkbox"/>	
978 1 74042 847 7	Comparing, estimating and rounding numbers	WIO03	<input type="checkbox"/>	

Fostering and Developing Generic Skills

ISBN	Title	Office use	Price	Qty	Total
1 74042 172 8	Fostering Generic Skills	FGS	\$90.00		
1 74042 175 2	Developing Generic Skills	DGS	\$20.00		
978 1 74042 406 6	Set of both books	FDGS	\$100.00		

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CHC08 Community Services resources

(CHC20108, CHC30108, CHC30208, CHC30308, CHC30408, CHC40108, CHC40208, CHC40308, CHC40308, CHC40508, CHC40708)

ISBN	Title	Office use	Price	Qty	Total
CHC20108 Certificate II in Community Services					
978 1 74240 056 3	Core Pack (Contains 5 learner guides – indicated with a C on pages 6–8)	C8CS2C	\$95.00		
978 1 74240 057 0	Tailored Pack (Contains 5 Core learner guides + 6 electives of your choice)	C8CS2E	\$205.00		
CHC30108 Certificate III in Community Services Work					
978 1 74240 729 6	Core Pack (Contains 7 Core learner guides – indicated with a C on pages 6–8 PLUS your choice of either CHCOHS312B or HLT0HS300B)	C8CS3C	\$155.00		
978 1 74240 800 2	Tailored Pack (Contains 7 Core learner guides PLUS your choice of either CHCOHS312B or HLT0HS300B + 5 electives of your choice)	C8CS3E	\$245.00		
CHC30208 Certificate III in Aged Care					
978 1 74240 039 6	Core Pack (Contains 10 learner guides – indicated with a C on pages 6–8)	C8AC3C	\$185.00		
978 1 74240 040 2	Tailored Pack (Contains 10 Core learner guides + 4 electives of your choice)	C8AC3E	\$265.00		
CHC30308 Certificate III in Home and Community Care					
978 1 74240 814 9	Core Pack (Contains 9 learner guides – indicated with a C on pages 6–8)	C8HC3CV3	\$170.00		
978 1 74240 038 9	Tailored Pack (Contains 9 Core learner guides + 5 electives of your choice)	C8HC3E	\$265.00		
CHC30408 Certificate III in Disability					
978 1 74240 812 5	Core Pack (Contains 9 learner guides – indicated with a C on pages 6–8)	C8DIS3CV3	\$170.00		
978 1 74240 018 1	Tailored Pack (Contains 9 Core learner guides + 5 electives of your choice)	C8DIS3E	\$265.00		
CHC40108 Certificate IV in Aged Care					
978 1 74240 810 1	Core Pack (Contains 10 learner guides – indicated with a C on pages 6–8)	C8AC4CV3	\$185.00		
978 1 74240 036 5	Tailored Pack (Contains 10 Core learner guides + 5 electives of your choice)	C8AC4E	\$280.00		
CHC40208 Certificate IV in Home and Community Care					
978 1 74240 815 6	Core Pack (Contains 4 Core learner guides – indicated with a C on pages 6–8 PLUS your choice of either HLTHIR403C or HLTHIR404D AND CHCOHS312B or HLT0HS300B)	C8HC4CV3	\$115.00		
978 1 74240 115 7	Tailored Pack (Contains 4 Core learner guides PLUS your choice of either HLTHIR403C or HLTHIR404D AND CHCOHS312B or HLT0HS300B + 9 electives of your choice)	C8HC4E	\$285.00		
CHC40308 Certificate IV in Disability					
978 1 74240 813 2	Core Pack (Contains 8 Core learner guides – indicated with a C on pages 6–8 PLUS your choice of either CHCICS305A or CHCICS404A AND CHCOHS312B or HLT0HS300B)	C8DIS4CV3	\$190.00		
978 1 74240 046 4	Tailored Pack (Contains 8 Core learner guides PLUS your choice of either CHCICS305A or CHCICS404A AND CHCOHS312B or HLT0HS300B + 5 electives of your choice)	C8DIS4E	\$285.00		
CHC40408 Certificate IV in Alcohol and Other Drugs Work					
978 1 74240 736 4	Core Pack (Contains 7 learner guides – indicates with a C on pages 6–8)	C8AOD4C	\$130.00		
978 1 74240 801 9	Tailored Pack (Contains 7 Core learner guides + 8 electives of your choice)	C8AOD4E	\$265.00		
CHC40508 Certificate IV in Mental Health					
978 1 74240 816 3	Core Pack (contains 10 learner guides – indicated with a C on pages 6–8)	C8MH4CV3	\$185.00		
978 1 74240 264 2	Tailored Pack (Contains 10 Core learner guides + 5 electives of your choice)	C8MH4E	\$280.00		
CHC40708 Certificate IV in Community Services Work					
978 1 74240 811 8	Core Pack (contains 9 learner guides – indicated with a C on pages 6–8)	C8CSW4CV3	\$170.00		
978 1 74240 485 1	Tailored pack (Contains 9 Core learner guides + 5 electives of your choice)	C8CSW4E	\$265.00		
	Individual learner guides: Select from list on pages 6–8 by entering the quantity in the respective column.		\$29.95 ea (1–9) \$25.00 ea (10+)		
	Trainer's and assessor's guides: Select from list on pages 6–8 by entering the quantity in the respective column. (Please note: not available for CHC20108 learner guides)		\$49.95 ea		
	Assessment resources: Select from list on pages 6–8 by entering the quantity in the respective column. (Please note: not available for CHC20108 learner guides)		\$300.00 ea		

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CHC08 Community Services resources (cont.)

ISBN	Code	Title	CHC20108	CHC30108	CHC30208	CHC30308	CHC30408	CHC40108	CHC40208	CHC40308	CHC40408	CHC40508	CHC40708	Office use	Tailored Pack/ Individual learner guide		Trainer's and assessor's guide		Assessment resources		
															Select	Qty	Select	Qty	Select	Qty	
978 1 74042 994 8	CHCAC317A	Support older people to maintain their independence	E		C	E	E		E					C8AC317	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74042 995 5	CHCAC318B	Work effectively with older people	E	E	C	C	E			E				C8AC318	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74042 996 2	CHCAC319A	Provide support to people living with dementia			C	C	E							C8AC319	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 019 8	CHCAC412A	Provide services to older people with complex needs				E		C	E	E				C8AC412	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 020 4	CHCAC416A	Facilitate support responsive to the specific nature of dementia						C	C	E			E	C8AC416	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 021 1	CHCAC417A	Implement interventions with older people at risk of falls			E			C	E	E			E	C8AC417	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 022 8	CHCAD401D	Advocate for clients*		E	E	E	E	C	E	E	E	E	E	C8AD401	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 051 8	CHCADM201D	Undertake basic administrative duties	E											C8ADM201	<input type="checkbox"/>		N/A		N/A		
978 1 74240 720 3	CHCADM305E	Work within the administration protocols of the organisation		C									E	C8ADM305	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 034 1	CHCADM403D	Undertake administrative work						E	E				E	C8ADM403	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 052 5	CHCAOD201D	Prepare for alcohol and other drugs work	E											C8AOD201	<input type="checkbox"/>		N/A		N/A		
978 1 74240 247 5	CHCAOD402B	Work effectively in the alcohol and other drugs sector		E				E	E	E	C	C	E	C8AOD402	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 730 2	CHCAOD408A	Assess needs of clients with alcohol and/or other drugs issues									C	E	E	C8AOD408	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 733 3	CHCAOD411A	Provide interventions for people with alcohol and other drug issues									C	E		C8AOD411	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 476 9	CHCCD412B	Work within a community development framework		C									C	C8CD412	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 053 2	CHCCH225A	Prepare to work in social housing	E											C8CS225	<input type="checkbox"/>		N/A		N/A		
978 1 74240 067 9	CHCCHILD401A	Identify and respond to children and young people at risk										E	C	CHILD401	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 677 0	CHCCM404A	Undertake case management for clients with complex needs						E	E	E	C		E	C8CM404	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 048 8	CHCCOM201C	Communicate with people accessing the services of the organisation	C											C8COM201	<input type="checkbox"/>		N/A		N/A		
978 1 74240 012 9	CHCCOM302C	Communicate appropriately with clients and colleagues	E	C		E								C8COM302	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 033 4	CHCCOM403A	Use targeted communication skills to build relationships			E		E	E	E	E	C	E	C	C8COM403	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 047 1	CHCCS211A	Prepare for work in the community sector	C											C8CS211	<input type="checkbox"/>		N/A		N/A		
978 1 74240 005 1	CHCCS305B	Assist clients with medication			E	E	E	E	E	E	E	E		C8CS305	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 723 4	CHCCS308B	Provide first point of contact	E	C										C8CS308	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 023 5	CHCCS400B	Work within a relevant legal and ethical framework*			E	E	E	C	E	C	C	C	C	C8CS400	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 013 6	CHCCS401B	Facilitate responsible behaviour	E	E		E			E		E	E	E	C8CS401	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 054 9	CHCCS405C	Identify and address specific client needs	E											C8CS405	<input type="checkbox"/>		N/A		N/A		
978 1 74042 997 9	CHCCS411B	Work effectively in the community sector*	E	C	C	C	C		C	C			C	C8CS411	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 478 3	CHCCS412D	Deliver and develop client services											C	C8CS412	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 477 6	CHCCS422A	Respond holistically to client issues and refer appropriately		E				E	E	E	E		C	C8CS422	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		

Please ensure you have entered the total number of packs, guides and/or assessment resources selected, and the cost, on page 5 – table continues next page

CHC08 Community Services resources (cont.)

ISBN	Code	Title	CHC20108	CHC30108	CHC30208	CHC30308	CHC30408	CHC40108	CHC40208	CHC40308	CHC40408	CHC40508	CHC40708	Office use	Tailored Pack/ Individual learner guide		Trainer's and assessor's guide		Assessment resources	
															Select	Qty	Select	Qty	Select	Qty
978 1 74240 031 0	CHCCS424A	Administer and monitor medications						E	E	E				C8CS424	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 760 9	CHCCS426A	Provide support and care relating to loss and grief			E	E	E	E	E	E	E	E	E	C8CS426	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 253 6	CHCCS514A	Recognise and respond to individuals at risk									E	E		C8CS514	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 254 3	CHCCS521A	Assess and respond to individuals at risk of suicide									E	E	E	C8CS521	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 055 6	CHCDIS220B	Prepare for disability work	E											C8DIS220	<input type="checkbox"/>		N/A		N/A	
978 1 74240 009 9	CHCDIS301B	Work effectively with people with a disability	E	E							C	E	E	C8DIS301	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 014 3	CHCDIS302A	Maintain an environment to empower people with disabilities			E	E	C			C				C8DIS302	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 031 0	CHCDIS313A	Support people with disabilities who are aging			E	E	E	E		E		E		C8DIS313	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 015 0	CHCDIS322A	Support community participation and inclusion			E	E	C							C8DIS322	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 94240 016 7	CHCDIS323A	Contribute to skill development and maintenance			E	E	C							C8DIS323	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 044 0	CHCDIS404C	Design procedures for support								E				C8DIS404	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 041 9	CHCDIS405A	Facilitate skills development and maintenance						E	E	C				C8DIS405	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 042 6	CHCDIS410A	Facilitate community participation and inclusion						E	E	C		E	E	C8DIS410	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 043 3	CHCDIS411A	Communicate using augmentative and alternative communication strategies					E	E	E	C			E	C8DIS411	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 010 5	CHCHC311B	Work effectively in home and community care			E	C								C8HC311	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 113 3	CHCHC401B	Coordinate and monitor home based support							C					C8HC401	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 998 6	CHCICS301A	Provide support to meet personal care needs*			C	C	C							C8ICS301	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 999 3	CHCICS302A	Participate in the implementation of individualised plans*			C	C	C							C8ICS302	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 000 6	CHCICS303A	Support individual health and emotional wellbeing*			C	E	C							C8ICS303	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 011 2	CHCICS304B	Work effectively with carers			E	C	E							C8ICS304	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 006 8	CHCICS305A	Provide behaviour support in the context of individualised plans*			E	E	C			C				C8ICS305	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 763 0	CHCICS306A	Provide basic foot skin and nail care			E	E	E							C8ICS306	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 024 2	CHCICS401A	Facilitate support for personal care needs					E	C	E	E				C8ICS401	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 025 9	CHCICS402A	Facilitate individualised plans*					E	C	C	C	E			C8ICS402	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 675 6	CHCICS403A	Conduct individual assessment						E	E	E				C8ICS403	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74271 676 3	CHCICS404A	Plan and provide advanced behaviour support						E	E	C				C8ICS404	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 026 6	CHCINF403D	Coordinate information systems						C						C8INF403	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 606 0	CHCINF408C	Comply with information requirements of the aged care and community care sectors		E	E	E		E						C8INF408	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

Please ensure you have entered the total number of packs, guides and/or assessment resources selected, and the cost, on page 5 – table continues next page

CHC08 Community Services resources (cont.)

ISBN	Code	Title	CHC20108	CHC30108	CHC30208	CHC30308	CHC30408	CHC40108	CHC40208	CHC40308	CHC40408	CHC40508	CHC40708	Office use	Tailored Pack/ Individual learner guide		Trainer's and assessor's guide		Assessment resources		
															Select	Qty	Select	Qty	Select	Qty	
978 1 74240 007 5	CHCLD315A	Recognise stages of life span development			E	E	E			E				C8LD315	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 008 2	CHCMH301B	Work effectively in mental health	E	E	E	E	E							C8MH301	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 248 2	CHCMH401A	Work effectively in mental health settings									E	C		C8MH401	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 032 7	CHCMH402A	Apply understanding of mental health issues and recovery processes*						E	E	E	E	C	E	C8MH402	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 249 9	CHCMH403A	Establish and maintain communication and relationships to support the recovery process									E	C		C8MH403	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 250 5	CHCMH404A	Conduct assessment and planning as part of the recovery process									E	C		C8MH404	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 251 2	CHCMH405A	Work collaboratively to support recovery process									E	C		C8MH405	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 717 3	CHCNET301D	Participate in networks		C		E	E	E					E	C8NET301	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 027 3	CHCNET404A	Facilitate links with other services						C	E	E		E	E	C8NET404	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 001 3	CHCOHS312B	Follow safety procedures for direct care work	C	C	C	C	E	E	C	C	C			C8OHS312	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 049 5	CHCORG201B	Follow policies, procedures and programs of the organisation	C											C8ORG201	<input type="checkbox"/>		N/A		N/A		
978 1 74240 050 1	CHCORG202C	Work with others	C											C8ORG202	<input type="checkbox"/>		N/A		N/A		
978 1 74240 726 5	CHCORG303B	Participate effectively in the work environment		C										C8ORG303	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 479 0	CHCORG405D	Maintain an effective work environment									E	E	C	C8ORG405	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 028 0	CHCORG406B	Supervise work			E		E	C	E	E		E	E	C8ORG406	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 002 0	CHCPA301B	Deliver care services using a palliative approach			C	E	E		E	E				C8PA301	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 030 3	CHCPA402B	Plan for and provide care services using a palliative approach						E	E	E				C8PA402	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 003 7	HLTAP301B	Recognise healthy body systems in a health care context			C	E	E		E	E	E	E		C8AP301	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 004 4	HLHIR403C	Work effectively with culturally diverse clients and co-workers*		E	E	E	E	E	C	E	E	C	C	C8HIR403	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 029 7	HLHIR404D	Work effectively with Aboriginal and/or Torres Strait Islander people*		E	E	E	E	E	C	E	E	C	E	C8HIR404	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 678 7	HLTIN301C	Comply with infection control policies and procedures	E		E	E					E			C8IN301	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
978 1 74240 252 9	HLTOHS300B	Contribute to OHS processes*		C			E	E	C	C		C	E	C8OHS300	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		

Please ensure you have entered the total number of packs, guides and/or assessment resources selected, and the cost, on page 5

CHC08 Children's Services resources

(CHC30708, CHC41208, CHC50908, CHC51008)

ISBN	Title	Office use	Price	Qty	Total
CHC30708 Certificate III in Children's Services					
978 1 74240 039 6	Core Pack (contains 10 learner guides – indicated with a C below)	CHRP3C	\$185.00		
978 1 74240 040 2	Tailored Pack (contains 10 core learner guides + 4 electives of your choice)	CHRP3E	\$265.00		
CHC41208 Certificate IV in Children's Services (Outside school hours care)					
978 1 74240 746 3	Core Pack (contains 11 learner guides – indicated with a C below)	CHOSHC4C	\$205.00		
978 1 74240 802 6	Tailored Pack (contains 11 core units + 4 electives of your choice)	CHOSHC4E	\$280.00		
CHC50908 Diploma of Children's Services (Early childhood education and care)					
978 1 74240 037 2	Core Pack (contains 13 learner guides – indicated with a C below)	CHRP5C	240.00		
	Tailored Pack (contains 13 core units + 5 electives of your choice)	CHRP5E	\$335.00		
CHC51008 Diploma of Children's Services (Outside school hours care)					
978 1 74240 759 3	Core Pack (contains 11 learner guides – indicated with a C below)	CHOSHC5C	205.00		
978 1 74240 803 3	Tailored Pack (contains 11 core units + 7 electives of your choice)	CHOSHC5E	335.00		
	Individual units: Select from list below by entering the quantity in the respective column.		\$29.95 ea (1–9)		
			\$25.00 ea (10+)		
	Trainer's and assessor's guides: Select from list below by entering the quantity in the respective column.		\$49.95 ea		
	Assessment resources: To discuss Aspire's assessment resources, please contact an Account Manager on 1300 134 099.		\$300.00 ea		
	Additional assessments: To discuss Aspire's additional assessments, please contact an Account Manager on 1300 134 099.		\$310.00 ea		

ISBN	Code	Title	CHC30708	CHC41208	CHC50908	CHC51008	Office use	Tailored Pack/ Individual learner guide		Trainer's and assessor's guide	
								Select	Qty	Select	Qty
978 1 74240 088 4	CHCAL307A	Comply with family day care administration requirements	E				CHAL307	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 083 9	CHCCHILD301A	Support behaviour of children and young people	E	E			CHILD301	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 067 9	CHCCHILD401A	Identify and respond to children and young people at risk*	C	C			CHILD401	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 068 6	CHCCN301B	Ensure the health and safety of children*	C	C			CHCN301	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 069 3	CHCCN302A	Provide care for children*	C				CHCN302	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 070 9	CHCCN303A	Contribute to provision of nutritionally balanced food in a safe and hygienic manner*	C	C			CHCN303	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 078 5	CHCCN305B	Provide care for babies*	E				CHCN305	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 093 8	CHCCN511A	Establish and maintain a safe and healthy environment for children			C	C	CHCN511	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 085 3	CHCCS310A	Support inclusive practice in the workplace	E	E			CHCS310	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 084 6	CHCCS312A	Use electronic learning materials	E	E			CHCS312	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 071 6	CHCCS400B	Work within a relevant legal and ethical framework*	C	C			CHCS400	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 072 3	CHCFC301A	Support the development of children*	C	C			CHFC301	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 094 5	CHCFC502A	Foster physical development in early childhood	E		C		CHFC502	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 095 2	CHCFC503A	Foster social development in early childhood			C		CHFC503	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 096 9	CHCFC504A	Support emotional and psychological development in early childhood			C		CHFC504	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 097 6	CHCFC505A	Foster cognitive development in early childhood			C		CHFC505	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 098 3	CHCFC506A	Foster children's language and communication development		E	C		CHFC506	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 106 5	CHCFC507A	Use music to enhance children's experience and development			E	E	CHFC507	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 107 2	CHCFC508A	Foster children's aesthetic and creative development			E	E	CHFC508	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 091 4	CHCFC512A	Foster physical development in middle childhood	E	E		C	CHFC512	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 747 0	CHCFC513A	Foster social development in middle childhood		E		C	CHFC513	<input type="checkbox"/>		<input type="checkbox"/>	

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table continues next page

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CHC08 Children's Services resources (cont.)

ISBN	Code	Title	CHC30708	CHC41208	CHC50908	CHC51008	Office use	Tailored Pack/ Individual learner guide		Trainer's and assessor's guide	
								Select	Qty	Select	Qty
978 1 74240 750 0	CHCFC514A	Support emotional and psychological development in middle childhood		E		C	CHFC514	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 753 1	CHCFC515A	Foster cognitive development in middle childhood		E		C	CHFC515	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 073 0	CHCIC301E	Interact effectively with children*	C				CHIC301	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 092 1	CHCIC302A	Support Aboriginal and/or Torres Strait Islander families to participate in children's services	E	E	E	E	CHIC302	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 099 0	CHCIC501A	Manage children's services workplace practice to address regulations and quality assurance			C	C	CHIC501	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 100 3	CHCIC510A	Establish and implement plans for developing cooperative behaviour			C	C	CHIC510	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 108 9	CHCIC511A	Implement and promote inclusive policies and practices in children's services			E	E	CHIC511	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 101 0	CHCIC512A	Plan and implement inclusion of children with additional needs		E	C	C	CHIC512	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 089 1	CHCNAN301A	Attend to daily functions in home based child care	E				CHNAN301	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 079 2	CHCORG303B	Participate effectively in the work environment*	E	E			CHORG303	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 109 6	CHCORG506D	Coordinate the work environment			E	E	CHORG506	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 737 1	CHCOSH401A	Support children to participate in outside school hours care		C			CHOS401	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 740 1	CHCOSH402B	Develop and implement activities in outside school hours care		C			CHOS402	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 743 2	CHCOSH403B	Work effectively with children in outside school hours care		C			CHOS403	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 756 2	CHCPOL504B	Develop and implement policy				C	CHPOL501	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 074 7	CHCPR301B	Provide experiences to support children's play and learning*	C	C			CHPR301	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 075 4	CHCPR303A	Develop understanding of children's interests and developmental needs*	C				CHPR303	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 102 7	CHCPR502E	Organise experiences to facilitate and enhance children's development		E	C	E	CHPR502	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 103 4	CHCPR509A	Gather, interpret and use information about children			C	E	CHPR509	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 104 1	CHCPR510B	Design, implement and evaluate programs and care routines for children			C	C	CHPR510	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 080 8	CHCRF301E	Work effectively with families to care for the child*	E				CHRF301	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 105 8	CHCRF511A	Work in partnership with families to provide appropriate care for the child			C	C	CHRF511	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 077 8	HLHIR403B	Work effectively with culturally diverse clients and co-workers*	E	C	E		CHHIR403	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 076 1	HLTOHS300A	Contribute to OHS processes*	E	C			CHOHS300	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 807 1	HLTOHS401A	Maintain workplace OHS processes			E	E	CHOHS401	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 086 0	SRCCRO008B	Interact positively with infants, toddlers and parents in a recreation environment	E	E			CHCRO008				
978 1 74240 087 7	SRXRIS001A	Undertake risk analysis of activities	E				CHRIS001	<input type="checkbox"/>		<input type="checkbox"/>	

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* Developed in partnership with One World for Children

SIR10107 Certificate I in Retail Services

ISBN	Title	Office use	Price	Qty	Total
978 1 74042 622 0	Certificate I in Retail Resource Pack (contains all 5 learner guides listed below)	RRP1N	\$100.00		
			<i>Individual learner guides:</i> Indicate total quantity in appropriate row opposite. Select titles from list below and enter quantity for each selected title.		
			\$29.95 ea (1-9)		
			\$25.00 ea (10+)		

ISBN	Code	Title	Office use	Select	Qty
978 1 74042 581 0	SIRXCOM001A	Communicate in the workplace	SR1COM1	<input type="checkbox"/>	
978 1 74042 584 1	SIRXOHS001A	Apply safe working practices	SR10HS1	<input type="checkbox"/>	
978 1 74042 582 7	SIRXICT001A	Operate retail technology	SR1ICT1	<input type="checkbox"/>	
978 1 74042 580 3	SIRXCLM001A	Organise and maintain work areas	SR1CLM1	<input type="checkbox"/>	
978 1 74042 583 4	SIRXIND001A	Work effectively in a retail environment	SR1IND1	<input type="checkbox"/>	

SIR20207 Certificate II in Retail

ISBN	Title	Office use	Price	Qty	Total
978 1 74042 621 3	Certificate II in Retail Core Resource Pack (contains all 4 learner guides listed below)	RRP2N	\$73.00		
978 1 74042 639 8	Certificate I & II in Retail Core Resource Pack (contains 2 packs, total 9 learner guides)	RRP12N	\$160.00		
978 1 74042 619 0	Certificate II in Retail Electives Tailored Pack (choose 5 different titles from list below)	RRP2EN	\$85.00		
			<i>Certificate II in Retail Solutions Guides PDFs:</i> Please contact our account managers for more information		
			<i>Individual learner guides:</i> Indicate total quantity in appropriate row opposite. Select titles from list below and enter quantity for each selected title.		
			\$29.95 ea (1-9)		
			\$25.00 ea (10+)		

ISBN	Code	Title	Office use	Select	Qty
Core					
978 1 74042 571 1	SIRXCCS001A	Apply point-of-sale handling procedures	SR2CCS1	<input type="checkbox"/>	
978 1 74042 574 2	SIRXCCS002A	Interact with customers	SR2CCS2	<input type="checkbox"/>	
978 1 74042 576 6	SIRXRSK001A	Minimise theft	SR2RSK1	<input type="checkbox"/>	
978 1 74042 577 3	SIRXINV001A	Perform stock control procedures	SR2INV1	<input type="checkbox"/>	
Elective					
978 1 74042 579 7	SIRXFIN001A	Balance point-of-sale terminal	SR2FIN1	<input type="checkbox"/>	
978 1 74042 572 8	SIRXSL001A	Sell products and services	SR2SLS1	<input type="checkbox"/>	
978 1 74042 578 0	SIRRRPK003A	Advise on fast-food products	SR2RPK3	<input type="checkbox"/>	
978 1 74042 573 5	SIRRMER003A	Prepare and display fast-food items	SR2MER3	<input type="checkbox"/>	
978 1 74042 575 9	SIRRFSA001A	Apply retail food safety practices	SR2FSA1	<input type="checkbox"/>	
978 1 74042 912 2	SIRXSL002A	Advise on products and services	SR2SLS2	<input type="checkbox"/>	
978 1 74042 913 9	SIRXMER001A	Merchandise products	SR2MER1	<input type="checkbox"/>	

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SIR30207 Certificate III in Retail

ISBN	Title	Office use	Price	Qty	Total
978 1 74042 618 3	Certificate III in Retail Core Resource Pack (contains 4 learner guides)	RRP3N	\$73.00		
978 1 74042 624 4	Certificate III in Retail Electives Tailored Pack (choose 6 different titles from list below)	RRP3EN	\$110.00		
Certificate III in Retail Solutions Guides PDFs: Please contact our account managers for more information					
Individual learner guides: Indicate total quantity in appropriate row opposite. Select titles from list below and enter quantity for each selected title.			\$29.95 ea (1-9)		
			\$25.00 ea (10+)		

ISBN	Code	Title	Office use	Select	Qty
Core					
978 1 74042 585 8	SIRXOHS002A	Maintain store safety	SR30HS2	<input type="checkbox"/>	
978 1 74042 586 5	SIRXRSK002A	Maintain store security	SR3RSK2	<input type="checkbox"/>	
978 1 74042 587 2	SIRXCCS003A	Coordinate interaction with customers	SR3CCS3	<input type="checkbox"/>	
978 1 74042 570 4	SIRXSLS004A	Build relationships with customers	SR3SLS4	<input type="checkbox"/>	
Elective					
978 1 74042 588 9	SIRXADM002A	Coordinate retail office	SR3ADM2	<input type="checkbox"/>	
978 1 74042 579 7	SIRXFIN001A	Balance point-of-sale terminal	SR2FIN1	<input type="checkbox"/>	
978 1 74042 569 8	SIRXINV002A	Maintain and order stock	SR3INV2	<input type="checkbox"/>	
978 1 74042 568 1	SIRXMER005A	Create a display	SR3MER5	<input type="checkbox"/>	
978 1 74042 589 6	SIRXMPR001A	Profile a retail market	SR3MPR1	<input type="checkbox"/>	
978 1 74042 572 8	SRXSLS001A	Sell products and services	SR2SLS1	<input type="checkbox"/>	
978 1 74042 921 4	SIRXMER002A	Coordinate merchandise presentation	SR3MER2	<input type="checkbox"/>	
978 1 74042 922 1	SIRXSLS003A	Coordinate sales performance	SR3SLS3	<input type="checkbox"/>	

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BSB07 Certificates I–III resources

(BSB10107, BSB20107, BSB30110, BSB30407)

ISBN	Title	Office use	Price	Qty	Total
BSB10107 Certificate I in Business					
978 1 74042 730 2	Resource Pack Microsoft Office 2007 (contains 7 units as marked below plus 2 Microsoft Office 2007 ITU units)	B7RP1	\$145.00		
978 1 74240 855 2	Resource Pack Microsoft Office 2010 (contains 7 units as marked below plus 2 Microsoft Office 2010 ITU units)	B710RP1	\$145.00		
BSB20107 Certificate II in Business					
978 1 74042 917 7	Tailored Pack (choose 12 different titles from list below)	B7RP2	\$180.00		
BSB30110 Certificate III in Business					
978 1 74042 918 4	Tailored Pack (choose 12 different titles from list below)	B7RP3	\$190.00		
BSB30407 Certificate III in Business Administration					
978 1 74042 919 1	Tailored Pack (choose 13 different titles from list below)	B7RP3A	\$195.00		
	<i>Individual units:</i> Indicate total quantity in appropriate row opposite. Select titles from list below and enter quantity for each selected title.		\$29.95 ea (1–9) \$25.00 ea (10+)		
	<i>Trainer's and assessor's guides:</i> Indicate total quantity in this row. Select titles from list below and enter quantity for each selected title.		\$49.95 ea		
	<i>Assessment resources:</i> Indicate total quantity in this row. Select titles from list below and enter quantity for each selected title.		\$300.00 ea		

ISBN	Code	Title	BSB10107	BSB20107	BSB30110	BSB30407	Office use	Tailored Pack/ Individual learner guide		Trainer's and assessor's guide		Assessment resources	
								Select	Qty	Select	Qty	Select	Qty
978 1 74042 671 8	BSBADM101A	Use business equipment and resources	•				B7ADM11	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 702 9	BSBADM311A	Maintain business resources			•	•	B7AD311	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 709 8	BSBADM307B	Organise schedules				•	B7ADM37	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 667 1	BSBCMM101A	Apply basic communication skills	•				B7CMM11	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 685 5	BSBCMM201A	Communicate in the workplace		•			B7CMM21	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 698 5	BSBCMM301A	Process customer complaints			•	•	B7CMM31	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 684 8	BSBCUS201A	Deliver a service to customers		•			B7CUS21	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 704 3	BSBCUS301A	Deliver and monitor a service to customers			•	•	B7CUS31	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 705 0	BSBDIV301A	Work effectively with diversity			•	•	B7DIV31	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 703 6	BSBFIA301A	Maintain financial records			•	•	B7FIA31	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 706 7	BSBFIA302A	Process payroll				•	B7FIA32	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 707 4	BSBFIA303A	Process accounts payable and receivable				•	B7FIA33	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 708 1	BSBFIA304A	Maintain a general ledger				•	B7FIA34	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 683 1	BSBIND201A	Work effectively in a business environment	•	•			B7IND21	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 682 4	BSBINM201A	Process and maintain workplace information		•			B7INM21	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 681 7	BSBINM202A	Handle mail		•			B7INM22	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 701 2	BSBINM301A	Organise workplace information			•	•	B7INM31	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 700 5	BSBINM302A	Utilise a knowledge management system			•	•	B7INM32	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 680 0	BSBINN201A	Contribute to workplace innovation		•		•	B7INN21	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 699 2	BSBINN301A	Promote innovation in a team environment			•		B7INN31	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 668 8	BSBITU101A	Operate a personal computer (Microsoft Word 2007)	•				B7ITU11	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 775 3	BSBITU101A	Operate a personal computer (Microsoft Word 2010)	•				B710IT11	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 669 5	BSBITU102A	Develop keyboard skills (Microsoft Office 2007)	•				B7ITU12	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 776 0	BSBITU102A	Develop keyboard skills (Microsoft Office 2010)	•				B710IT12	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

Please ensure you have entered the total number of packs, guides and/or assessment resources selected, and the cost, in the top table above
table continues next page

Subtotal for this page

BSB07 Certificates I–III resources (cont.)

ISBN	Code	Title	BSB1017	BSB2017	BSB30110	BSB30407	Office use	Tailored Pack/ Individual learner guide		Trainer's and assessor's guide		Assessment resources	
								Select	Qty	Select	Qty	Select	Qty
978 1 74042 678 7	BSBITU201A	Produce simple work processed documents (Microsoft Office 2007)		•			B7ITU21	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 772 2	BSBITU201A	Produce simple work processed documents (Microsoft Office 2010)		•			B710IT21	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 672 5	BSBITU202A	Create and use spreadsheets (Microsoft Office 2007)		•			B7ITU22	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 773 9	BSBITU202A	Create and use spreadsheets (Microsoft Office 2010)		•			B710IT22	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 676 3	BSBITU203A	Communicate electronically (Microsoft Office 2007)		•			B7ITU23	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 774 6	BSBITU203A	Communicate electronically (Microsoft Office 2010)		•			B710IT23	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 697 8	BSBITU301A	Create and use databases (Microsoft Office 2007)			•	•	B7ITU31	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 767 8	BSBITU301A	Create and use databases (Microsoft Office 2010)			•	•	B710IT31	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 696 1	BSBITU302B	Create electronic presentations (Microsoft Office 2007)			•	•	B7ITU32	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 768 5	BSBITU302B	Create electronic presentations (Microsoft Office 2010)			•	•	B710IT32	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 694 7	BSBITU303A	Design and produce text documents (Microsoft Office 2007)			•	•	B7ITU33	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 769 2	BSBITU303A	Design and produce text documents (Microsoft Office 2010)			•	•	B710IT33	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 687 9	BSBITU304A	Produce spreadsheets (Microsoft Office 2007)			•	•	B7ITU34	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 770 8	BSBITU304A	Produce spreadsheets (Microsoft Office 2010)			•	•	B710IT34	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 688 6	BSBITU305A	Conduct online transactions			•	•	B7ITU35	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 689 3	BSBITU306A	Design and produce business documents (Microsoft Office 2007)			•	•	B7ITU36	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 771 5	BSBITU306A	Design and produce business documents (Microsoft Office 2010)			•	•	B710IT36	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 711 1	BSBITU307A	Develop keyboarding skills and accuracy				•	B7ITU37	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 670 1	BSBLED101A	Plan skills development	•				B7LED11	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 679 4	BSBOHS201A	Participate in OHS processes	•	•		•	B7OHS21	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 708 1	BSBOHS301B	Apply knowledge of OHS legislation in the workplace			•		B7OHS31	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 690 9	BSBPRO301A	Recommend products and services			•	•	B7PRO31	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 691 6	BSBPUR301B	Purchase goods and services			•		B7PUR31	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 686 2	BSBSUS201A	Participate in environmentally sustainable work practices	•	•		•	B7SUS21	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 692 3	BSBSUS301A	Implement and monitor environmentally sustainable work practices			•		B7SUS31	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 675 6	BSBWOR202A	Organise and complete daily work activities	•	•			B7WOR22	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 674 9	BSBWOR203A	Work effectively with others		•			B7WOR23	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 673 2	BSBWOR204A	Use business technology		•		•	B7WOR24	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 695 4	BSBWOR301A	Organise personal work priorities and development			•	•	B7WOR31	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 693 0	BSBWRT301A	Write simple documents			•	•	B7WRT31	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 677 0	FNSICGEN305B	Maintain daily business/financial records		•			B7FN305	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

Please ensure you have entered the total number of packs, guides and/or assessment resources selected, and the cost, in the top table on page 13

BSB07 Certificate IV resources

(BSB40207, BSB40507, BSB40807, BSB41407)

ISBN	Title	Office use	Price	Qty	Total
BSB40207 Certificate IV in Business					
978 1 74042 866 8	Tailored Pack (choose 10 different titles from list below)	B7RP4	\$190.00		
BSB40507 Certificate IV in Business Administration					
978 1 74042 867 5	Tailored Pack (Choose 10 different titles from list below)	B7RP4A	\$190.00		
BSB40807 Certificate IV in Frontline Management					
978 1 74042 868 2	Tailored Pack (Choose 10 different titles from list below)	B7RP4FM	\$190.00		
BSB41407 Certificate IV in Occupational Health and Safety					
978 1 74240 674 9	Tailored Pack (Choose 9 different titles from list below)	B7OHS4E	\$175.00		
	Individual units: Indicate total quantity in appropriate row opposite. Select titles from list below and enter quantity for each selected title.		\$29.95 ea (1–9)		
			\$25.00 ea (10+)		
	Trainer's and assessor's guides: Indicate total quantity in this row. Select titles from list below and enter quantity for each selected title.		\$49.95 ea		
	Assessment resources: Indicate total quantity in this row. Select titles from list below and enter quantity for each selected title.		\$300.00 ea		

ISBN	Code	Title	BSB40207	BSB40507	BSB40807	BSB41407	Office use	Tailored Pack/ Individual learner guide		Trainer's and assessor's guide		Assessment resources	
								Select	Qty	Select	Qty	Select	Qty
978 1 74042 770 8	BSBADM405B	Organise meetings	•	•			B7ADM45	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 771 5	BSBADM406B	Organise business travel		•			B7ADM46	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 772 2	BSBADM407B	Administer projects		•			B7ADM47	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 773 9	BSBADM409A	Coordinate business resources	•	•	•	•	B7ADM49	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 525 4	BSBCMM401A	Make a presentation*	•	•	•	•	B7CMM41	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 774 6	BSBCUS401A	Coordinate implementation of customer service strategies	•	•	•	•	B7CUS41	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 775 3	BSBFIA401A	Prepare financial reports		•			B7FIA41	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 776 0	BSBFIA402A	Report on financial activity	•	•	•	•	B7FIA42	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 777 7	BSBINM401A	Implement workplace information system		•	•		B7INM41	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 699 2	BSBINN301A	Promote innovation in a team environment	•	•	•	•	B7INN31	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 778 4	BSBITS401A	Maintain business technology	•	•	•	•	B7ITS41	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 779 1	BSBLED401A	Develop teams and individuals	•				B7LED41	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 780 7	BSBMGT401A	Show leadership in the workplace			•		B7MGT41	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 781 4	BSBMGT402A	Implement operational plan			•		B7MGT42	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 782 1	BSBMGT403A	Implement continuous improvement			•		B7MGT43	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 783 8	BSBMKG413A	Promote products and services	•	•	•	•	B7MK413	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 784 5	BSBMKG414B	Undertake marketing activities	•	•		•	B7MK414	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 653 4	BSBOHS401B	Contribute to the implementation of a systematic approach to managing OHS				•	B7OHS41	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 654 1	BSBOHS402B	Contribute to the implementation of OHS consultation process				•	B7OHS42	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 655 8	BSBOHS403B	Identify hazards and assess OHS risks				•	B7OHS43	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 656 5	BSBOHS404B	Contribute to the implementation of strategies to control OHS risk				•	B7OHS44	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 657 2	BSBOHS405B	Contribute to the implementation of emergency procedures				•	B7OHS45	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 658 9	BSBOHS406C	Use equipment to conduct workplace monitoring				•	B7OHS46	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

Please ensure you have entered the total number of packs, guides and/or assessment resources selected, and the cost, in the top table above

table continues next page

* Please note: BSBCMM401A Make a presentation may be used as part of a BSB07 qualification, however it has been written to match Aspire's TAE10 resources, therefore the format differs from our BSB07 resources.

Subtotal for this page

BSB07 Certificates IV resources (cont.)

ISBN	Code	Title	BSB40207	BSB40507	BSB40807	BSB41407	Office use	Tailored Pack/ Individual learner guide		Trainer's and assessor's guide		Assessment resources	
								Select	Qty	Select	Qty	Select	Qty
978 1 74042 785 2	BSBOHS407A	Monitor a safe workplace	•	•	•	•	B7OHS47	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 659 6	BSBOHS408A	Assist with compliance with OHS and other relevant laws				•	B7OHS48	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 786 9	BSBPMG510A	Manage projects					B7PM510	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 787 6	BSBREL401A	Establish networks	•	•	•	•	B7REL41	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 788 3	BSBRES401A	Analyse and present research information	•	•	•	•	B7RES41	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 789 0	BSBRSK401A	Identify risk and apply risk management processes	•	•	•	•	B7RSK41	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 692 3	BSBSUS301A	Implement and monitor environmentally sustainable work practices	•	•		•	B7SUS31	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 790 6	BSBWOR401A	Establish effective workplace relationships			•		B7WOR41	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 791 3	BSBWOR402A	Promote team effectiveness			•		B7WOR42	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 792 0	BSBWOR404B	Develop work priorities			•		B7WOR44	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 793 7	BSBWRT401A	Write complex documents	•	•	•	•	B7WRT41	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

Please ensure you have entered the total number of packs, guides and/or assessment resources selected, and the cost, in the top table on page 15

BSB07 Diploma resources

(BSB50207, BSB50407, BSB51107)

ISBN	Title	Office use	Price	Qty	Total
BSB50207 Diploma of Business					
978 1 74042 819 4	Tailored Pack (choose 8 different titles from list below)	DIPRP5B	\$160.00		
BSB50407 Diploma of Business Administration					
978 1 74042 820 0	Tailored Pack (choose 8 different titles from list below)	DIPRP5BA	\$160.00		
BSB51107 Diploma of Management					
978 1 74042 821 7	Tailored Pack (choose 8 different titles from list below)	DIPRP5M	\$160.00		
	Individual learner guides: Indicate total quantity in appropriate row opposite. Select titles from list below and enter quantity for each selected title.		\$29.95 ea (1–9) \$25.00 ea (10+)		
	Trainer's and assessor's guides: Indicate total quantity in this row. Select titles from list below and enter quantity for each selected title.		\$49.95 ea		
	Assessment resources: Indicate total quantity in this row. Select titles from list below and enter quantity for each selected title.		\$300.00 ea		

ISBN	Title	BSB50207	BSB50407	BSB51107	Office use	Learner guide		Trainer's and assessor's guide		Assessment resources	
						Select	Qty	Select	Qty	Select	Qty
978 1 74042 799 9	BSBADM502B Manage meetings	•	•		DIPADM02	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 800 2	BSBADM504B Plan or review administration systems	•	•		DIPADM04	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 801 9	BSBADM506B Manage business document design and development	•	•		DIPADM06	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 277 2	BSBCOM503B Develop processes for the management of breaches in compliance requirements			•	DIPCOM03	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 810 1	BSBCUS501B Manage quality customer service		•	•	DIPCUS01	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 814 9	BSBFIM501A Manage budgets and financial plans			•	DIPFIM01	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 798 2	BSBFIM502A Manage payroll	•	•		DIPFIM02	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 804 0	BSBHRM402A Recruit, select and induct staff			•	B7HRM42	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 278 9	BSBHRM503B Manage performance management systems			•	DIPHRM03	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 808 8	BSBHRM504A Manage workforce planning	•		•	DIPHRM04	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 904 7	BSBHRM506A Manage recruitment selection and induction processes	•			DIPHRM06	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 804 0	BSBINM501A Manage an information or knowledge management system	•	•	•	DIPINM01	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 818 7	BSBLED501A Develop a workplace learning environment			•	DIPLED01	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 811 8	BSBMGT502B Manage people performance		•	•	DIPMGT02	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 815 6	BSBMGT515A Manage operational plan			•	DIPMGT15	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 816 3	BSBMGT516C Facilitate continuous improvement			•	DIPMGT16	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 817 0	BSBOHS509A Ensure a safe workplace			•	DIPOHS09	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 805 7	BSBPMG510A Manage projects	•	•	•	DIPPMG10	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 806 4	BSBRSK501A Manage risk	•		•	DIPRSK01	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 279 6	BSBSUS501A Develop workplace policy and procedures for sustainability			•	DIPSUS01	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 807 1	BSBWOR501B Manage personal work priorities and professional development	•	•	•	DIPWOR01	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 813 2	BSBWOR502B Ensure team effectiveness		•	•	DIPWOR02	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 450 1	BSBMGT403A Implement continuous improvement	•			B7MGT43	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

Subtotal for this page

Certificate III & IV in Competitive Manufacturing

(MSA31108, MSA41108)

ISBN	Title	Office use	Price	Qty	Total
978 1 74042 625 1	Competitive Manufacturing Resources Pack (contains all 14 learner guides listed below)	CMRP4	\$235.00		
978 1 74042 423 3	Competitive Manufacturing Facilitator's Guide CD-ROM	CMFG	\$49.95		
			<i>Individual learner guides:</i> Indicate total quantity in appropriate row opposite. Select titles from list below and enter quantity for each selected title.		
			\$29.95 ea (1–9)		
			\$25.00 ea (10+)		

ISBN	Code	Title	Office use	Select	Qty
978 1 74042 355 7	MSACMT440A	Lead 5S in a manufacturing environment	CMT440	<input type="checkbox"/>	
978 1 74042 356 4	MSACMS200A	Apply competitive manufacturing practices	CMS200	<input type="checkbox"/>	
978 1 74042 357 1	MSACMS400A	Implement a competitive manufacturing system	CMS400	<input type="checkbox"/>	
978 1 74042 358 8	MSACMC210A	Manage the impact of change on own work	CMC210	<input type="checkbox"/>	
978 1 74042 359 5	MSACMT280A	Undertake root cause analysis	CMT280	<input type="checkbox"/>	
978 1 74042 360 1	MSACMC410A	Lead change in a manufacturing environment	CMC410	<input type="checkbox"/>	
978 1 74042 361 8	MSACMT220A	Apply quick changeover procedures	CMT220	<input type="checkbox"/>	
978 1 74042 362 5	MSACMT221A	Apply just-in-time (JIT) procedures	CMT221	<input type="checkbox"/>	
978 1 74042 363 2	MSACMT430A	Improve cost factors in work practices	CMT430	<input type="checkbox"/>	
978 1 74042 364 9	MSACMC611A	Manage people relationships	CMC611	<input type="checkbox"/>	
978 1 74042 365 6	MSACMC612A	Manage workplace learning	CMC612	<input type="checkbox"/>	
978 1 74042 617 6	MSACMS201A	Sustain process improvements	CMS201	<input type="checkbox"/>	
978 1 74042 623 7	MSACMC411A	Lead a competitive manufacturing team	CMC411	<input type="checkbox"/>	
978 1 74042 914 6	MSACMT453A	Use six sigma techniques	CMT453	<input type="checkbox"/>	

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Certificate I, II and III in Transport and Logistics (Warehousing and Storage)

(TLI10107, TLI20107, TLI30107)

ISBN	Title	Office use	Price	Qty	Total
	Individual learner guides: Indicate total quantity in this row. Select titles from list below and enter quantity for each selected title.		\$18.00 ea		
	TLI07 Trainer's and assessor's guide: Indicate total quantity in this row. Select titles from list below and enter quantity for each selected title.		\$34.95 ea		

ISBN	Code	Title	Office use	Learner guide		Trainer's and assessor's guide	
				Select	Qty	Select	Qty
Certificate I in Transport and Logistics (Warehousing and Storage)							
978 1 74042 869 9	TLID107C	Shift materials safely using manual handling methods	TLID107C	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 870 5	TLID207C	Shift a load using manually-operated equipment	TLID207C	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 871 2	TLIE307C	Participate in basic workplace communication	TLIE307C	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 872 9	TLIF107C	Follow occupational health and safety procedures	TLIF107C	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 873 6	TLIF207C	Conduct housekeeping activities	TLIF207C	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 874 3	TLIG107C	Work effectively with others	TLIG107C	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 875 0	TLIL107C	Complete workplace orientation/induction procedures	TLIL107C	<input type="checkbox"/>		<input type="checkbox"/>	
Certificate II in Transport and Logistics (Warehousing and Storage)							
978 1 74042 833 0	TLIA1107C	Package goods	TLIA1107C	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 834 7	TLIA1207C	Pick and process orders	TLIA1207C	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 835 4	TLIA1307C	Receive goods	TLIA1307C	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 876 7	TLIA1407C	Use product knowledge to complete work operations	TLIA1407C	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 836 1	TLIA2007C	Replenish stock	TLIA2007C	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 837 8	TLIA2107C	Dispatch stock	TLIA2107C	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 877 4	TLIA2207C	Participate in stocktakes	TLIA2207C	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 878 1	TLIJ107C	Apply quality procedures	TLIJ107C	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 879 8	TLIU707B	Care for the environment	TLIU707B	<input type="checkbox"/>		<input type="checkbox"/>	
Certificate III in Transport and Logistics (Warehousing and Storage)							
978 1 74042 823 1	TLIA1507C	Complete receival/dispatch documentation	TLIA1507C	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 824 8	TLIA1607C	Use inventory systems to organise stock control	TLIA1607C	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 880 4	TLIA1707C	Apply product knowledge to organise work operations	TLIA1707C	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 825 5	TLIA1807C	Organise dispatch operations	TLIA1807C	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 826 2	TLIA1907C	Organise receival operations	TLIA1907C	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 829 3	TLIA3807B	Control and order stock	TLIA3807B	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 830 9	TLIA3907B	Receive and store stock	TLIA3907B	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 881 1	TLIE207C	Estimate/calculate mass, area and quantify dimensions	TLIE207C	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 882 8	TLIF307C	Implement and monitor occupational health and safety procedures	TLIF307C	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 883 5	TLIG207C	Lead a work team or group	TLIG207C	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 884 2	TLIJ207C	Apply quality systems	TLIJ207C	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 831 6	TLID1407C	Load and unload vehicles carrying special loads	TLID1407C	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 828 6	TLIA2607C	Monitor storage facilities	TLIA2607C	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 827 9	TLIA2407C	Organise warehouse records operations	TLIA2407C	<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 822 4	TLIA1007C	Coordinate goods to bond premises	TLIA1007C	<input type="checkbox"/>		<input type="checkbox"/>	

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Certificate I & II in Construction Certificate II in Construction Pathways

(CPC10108, CPC20108, CPC20208)

ISBN	Title	Office use	Price	Qty	Total
CPC10108 Certificate I in Construction					
978 1 74240 907 8	Pack (contains 10 learner guides)	CPCRP1	\$140.00		
CPC20108 Certificate II in Construction					
978 1 74240 908 5	Core Resource Pack (contains 9 learner guides)	CPCRP2	\$125.00		
978 1 74240 909 2	Electives Resource Pack (contains 6 learner guides)	CPCRP2E	\$85.00		
CPC20208 Certificate II in Construction Pathways					
978 1 74240 910 8	Core Resource Pack (contains 6 learner guides)	CPCCRP2	\$85.00		
978 1 74240 909 2	Electives Resource Pack (contains 8 learner guides)	CPCCRP2E	\$110.00		
	Individual learner guides: Indicate total quantity in this row. Select titles from list below and enter quantity for each selected title.		\$18.00 ea		
	CPC08 Trainer's and assessor's guide: Indicate total quantity in this row. Select titles from list below and enter quantity for each selected title.		\$39.95 ea		
	Assessment resources: Indicate total quantity in this row. Select titles from list below and enter quantity for each selected title.		\$300.00 ea		

ISBN	Code	Title	CPC10108	CPC20108	CPC20208	Office use	Learner guide		Trainer's and assessor's guide		Assessment resources	
							Select	Qty	Select	Qty	Select	Qty
978 1 74042 885 9	CPCCCM1002A	Work effectively and sustainably in the construction industry	C	C	C	CCM1002A	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 886 6	CPCCCM1003A	Plan and organise work	C	C	C	CCM1003A	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 887 3	CPCCCM1004A	Conduct workplace communication	C	C	C	CCM1004A	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 888 0	CPCCCM2001A	Read and interpret plans and specifications	C	C	C	CCM2001A	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 889 7	CPCCCM2005A	Use construction tools and equipment	C	C		CCM2005A	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 890 3	CPCCVE1001A	Undertake a basic construction project	C			CVE1001A	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 891 0	CPCCOHS1001A	Work safely in the construction industry	C			OHS1001A	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 892 7	CPCCCM1005A	Carry out measurements and calculations	E	C	C	CCM1005A	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 893 4	CPCCCM2004A	Handle construction materials	E		E	CCM2004A	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 894 1	CPCCCM2006A	Apply basic levelling procedures	E	C	E	CCM2006A	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 895 8	CPCCC02003A	Carry out concreting to simple forms		C		CC02003A	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 896 5	CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry		C	C	OHS2001A	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 897 2	BCCCM2010B	Install trench support		E	E	CM2010B	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 898 9	CPCCCM1006A	Work safely at heights		E	E	CCM1006A	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 899 6	CPCCCA2003A	Erect and dismantle formwork for footings and slabs on ground		E	E	CCA2003A	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 900 9	CPCCSP2003A	Prepare surfaces for plastering		E	E	CSP2003A	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 901 6	CPCCWP2003A	Prepare for construction waterproofing process		E	E	CWP2003A	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74042 902 3	CPCCWP2004A	Prepare surfaces for waterproofing application		E	E	CWP2004A	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

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TAE40110 Certificate IV in Training and Assessment

ISBN	Title	Office use	Price	Qty	Total
TAE40110 Certificate IV in Training and Assessment					
978 1 74240 526 1	Core Pack (contains 7 learner guides)	TAE4RP7	\$155.00		
978 1 74240 527 8	Tailored Pack (contains 10 learner guides – 7 core and 3 electives of your choice)	TAE4RP10	\$225.00		
	<i>Individual learner guides:</i> Indicate total quantity in appropriate row opposite. Select titles from list below and enter quantity for each selected title.		\$29.95 ea (1–9)		
			\$25.00 ea (10+)		
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Clustered assessment resources					
Various	Per cluster (see list below): Indicate total quantity in this row. Select clusters from list below and enter quantity for each selected cluster.		\$300.00 ea		
978 1 74240 883 5	Core clusters only (includes 3 clusters – refer list below)	TAEAR3SET	\$600.00		
978 1 74240 884 2	Elective clusters only (includes 7 clusters – refer list below)	TAEAR7SET	\$700.00		
978 1 74240 882 8	All 10 clusters (refer list below)	TAEAR10SET	\$1000.00		

ISBN	Code	Title	Office use	Clustered assessment resources		Tailored Pack/ Individual learner guide		Trainer's and assessor's guide	
				Select	Qty	Select	Qty	Select	Qty
CORE									
Cluster 1: Delivery and facilitation									
978 1 74240 512 4	TAEDEL401A	Plan, organise and deliver group-based learning	TAEDEL41	1		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 513 1	TAEDEL402A	Plan, organise and facilitate learning in the workplace	TAEDEL42	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Cluster 2: Assessment									
978 1 74240 509 4	TAEASS401A	Plan assessment activities and processes	TAEASS41			<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 510 0	TAEASS402A	Assess competence	TAEASS42	2		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 511 7	TAEASS403A	Participate in assessment validation	TAEASS43	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Cluster 3: Design									
978 1 74240 514 8	TAEDES401A	Design and develop learning programs	TAEDES41			<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 515 5	TAEDES402A	Use Training Packages and accredited courses to meet client needs	TAEDES42	3		<input type="checkbox"/>		<input type="checkbox"/>	
ELECTIVE									
Cluster 4: Training advisory services									
978 1 74240 523 0	TAETAS401A	Maintain training and assessment information	TAETAS41	4		<input type="checkbox"/>		<input type="checkbox"/>	
Cluster 5: Language, literacy and numeracy									
978 1 74240 522 3	TAELLN401A	Address adult language, literacy and numeracy skills	TAELLN41	5		<input type="checkbox"/>		<input type="checkbox"/>	
Cluster 6: Delivery and facilitation									
978 1 74240 519 3	TAEDEL403A	Coordinate and facilitate distance-based learning	TAEDEL43			<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 520 9	TAEDEL404A	Mentor in the workplace	TAEDEL44			<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 518 6	TAEDEL301A	Provide work skill instruction	TAEDEL31	6		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 521 6	TAEDEL501A	Facilitate e-learning	TAEDEL51	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Cluster 7: Assessment									
978 1 74240 517 9	TAEASS502A	Design and develop assessment tools	TAEASS52	7		<input type="checkbox"/>		<input type="checkbox"/>	
978 1 74240 516 2	TAEASS301A	Contribute to assessment	TAEASS31	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Cluster 8: Sustainability									
978 1 74240 524 7	TAESUS501A	Analyse and apply sustainability skills to learning programs	TAESUS51	8		<input type="checkbox"/>		<input type="checkbox"/>	
Cluster 9: Presentation									
978 1 74240 525 4	BSBCMM401A	Make a presentation	B7CMM41	9		<input type="checkbox"/>		<input type="checkbox"/>	
Cluster 10: Audit									
978 1 74240 705 0	BSBAUD402B	Participate in a quality audit	B7AUD42	10		<input type="checkbox"/>		<input type="checkbox"/>	

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Welcome to Aged Care					
978 1 74042 366 3	DVD and Facilitator's guide	ACDVD	\$45.95		<input type="text"/>
Effective communication: a guide for working in mental health					
978 1 74240 265 9	Interactive CD-ROM	MHCOMCD	\$49.95		<input type="text"/>
Working safely in community Services					
978 1 74242 858 3	DVD and Facilitator's guide	ACWSDVD	\$45.95		<input type="text"/>
Provide basic foot skin and nail care					
978 1 74240 716 6	DVD and Facilitator's guide	BFSNCDVD	\$49.95		<input type="text"/>
Assisting with personal hygiene and grooming					
978 1 74240 713 5	DVD and Facilitator's guide	APHGDVD	\$49.95		<input type="text"/>
Introduction to Children's Services					
978 1 74240 799 9	DVD and Facilitator's guide	CHILD3DVD	\$99.95		<input type="text"/>
Welcome to Work					
978 1 74042 844 6	DVD & Facilitator's guide	WELDVD7	\$45.95		<input type="text"/>

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Freight charges (within Australia)

Individual units/CD-ROMs/DVDs				Resource packs							
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