

# PRICE LIST & ORDER FORM 2020

As at August 2020

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Aspire Training & Consulting Ltd  
trading as Aspire Learning Resources

#### Coming soon

Training & Assessment resources  
for the new BSB Business Services  
Training Package v7.0.  
Contact us for more information.

#### Coming soon

Training & Assessment resources  
for the new Early Childhood  
Education and Care qualifications.  
Contact us for more information.

*Your purchase of our resources  
helps fund the Aspire Foundation.  
To find out more please visit our website.*

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Qualifications

→ FSK10219 Certificate I in Skills for Vocational Pathways

Qualification requirement: 1 core and 10 electives

→ FSK20119 Certificate II in Skills for Work and Vocational Pathways

Qualification requirement: 1 core and 13 electives

NEW resources for FSK v2.0

Pricing

Print	Price	Qty	\$ Total
Learner guides. Indicate total quantity in this row.	\$16.50 ea		

eBook	Price
Learner eBooks. To purchase, visit myconnectshop.campion.com.au	\$16.50 ea

Assessment Support Pack	Price
Available for each title. Supplied as downloadable Word files.	\$495.00 ea
These resources are available for purchase through our website <a href="http://www.aspirelr.com.au">www.aspirelr.com.au</a>	

One-off purchase packs	Price	Qty	\$ Total
FSK10219 Certificate I in Skills for Vocational Pathways Pack 9 Learner guides (PDF) – 9 Assessment Support Packs (MS Word)	\$9,000		
FSK20119 Certificate II in Skills for Work and Vocational Pathways Pack 11 Learner guides (PDF) – 11 Assessment Support Packs (MS Word)	\$10,000		
Combined FSK10219 and FSK20119 Pack 20 Learner guides (PDF) – 20 Assessment Support Packs (MS Word)	\$14,000		

ISBN	Code	TP Release*	Title	FSK10219	FSK20119	Office use	Quantities by item	
							Select	Qty
978 1 76075 531 7	FSKDIG002	R2	Use digital technology for routine and simple workplace tasks	E		FSDIG002	<input type="checkbox"/>	
978 1 76075 559 1	FSKDIG003	R2	Use digital technology for non-routine workplace tasks	E	E	FSDIG003	<input type="checkbox"/>	
978 1 76075 535 5	FSKLRG008	R2	Use simple strategies for work-related learning	C		FSLRG008	<input type="checkbox"/>	
978 1 76075 563 8	FSKLRG009	R2	Use strategies to respond to routine workplace problems	E	E	FSLRG009	<input type="checkbox"/>	
978 1 76075 640 6	FSKLRG010	R2	Use routine strategies for career planning		E	FSLRG010	<input type="checkbox"/>	
978 1 76075 567 6	FSKLRG011	R2	Use routine strategies for work-related learning	E	C	FSLRG011	<input type="checkbox"/>	
978 1 76075 644 4	FSKLRG018	R2	Develop a plan to organise routine workplace tasks		E	FSLRG018	<input type="checkbox"/>	
978 1 76075 539 3	FSKNUM008	R2	Use whole numbers and simple fractions, decimals and percentages for work	E		FSNUM008	<input type="checkbox"/>	
978 1 76075 543 0	FSKNUM009	R2	Use familiar and simple metric measurements for work	E		FSNUM009	<input type="checkbox"/>	
978 1 76075 571 3	FSKNUM014	R2	Calculate with whole numbers and familiar fractions, decimals and percentages for work	E	E	FSNUM014	<input type="checkbox"/>	
978 1 76075 575 1	FSKNUM015	R2	Estimate, measure and calculate with routine metric measurements for work	E	E	FSNUM015	<input type="checkbox"/>	
978 1 76075 636 9	FSKNUM016	R2	Interpret, draw and construct routine 2D and 3D shapes for work		E	FSNUM16	<input type="checkbox"/>	
978 1 70675 628 4	FSKNUM017	R2	Use familiar and routine maps and plans for work		E	FSNUM17	<input type="checkbox"/>	
978 1 76075 632 1	FSKNUM018	R2	Collect data and construct routine tables and graphs for work		E	FSNUM18	<input type="checkbox"/>	
978 1 76075 547 8	FSKOCM003	R2	Participate in familiar spoken interactions at work	E		FSOCM003	<input type="checkbox"/>	
978 1 76075 579 9	FSKOCM007	R2	Interact effectively with others at work	E	E	FSOCM007	<input type="checkbox"/>	
978 1 76075 551 5	FSKRDG007	R2	Read and respond to simple workplace information	E		FSRDG007	<input type="checkbox"/>	
978 1 76075 583 6	FSKRDG010	R2	Read and respond to routine workplace information	E	E	FSRDG010	<input type="checkbox"/>	
978 1 76075 555 3	FSKWTG006	R2	Write simple workplace information	E		FSWTG006	<input type="checkbox"/>	
978 1 76075 587 4	FSKWTG009	R2	Write routine workplace texts	E	E	FSWTG009	<input type="checkbox"/>	
	FSK10219	R2	One-off purchase: FSK10219 Certificate I in Skills for Vocational Pathways Pack			FSPACK1	<input type="checkbox"/>	
	FSK20119	R2	One-off purchase: FSK20119 Certificate II in Skills for Work and Vocational Pathways Pack			FSPACK2	<input type="checkbox"/>	
		R2	One-off purchase: Combined FSK10219 and FSK20119 20 Unit Pack			FSPACK3	<input type="checkbox"/>	

\* The R# relates to the Training Package version, for example: R1 = Release 1, R2 = Release 2. Please ensure you have entered the total number of guides selected, and the cost, in the top table above

\$ Subtotal for this page

Qualifications

- **FSK10113 Certificate I in Access to Vocational Pathways**  
Qualification requirement: 7 core and 4 electives
- **FSK10213 Certificate I in Skills for Vocational Pathways**  
Qualification requirement: 7 core and 4 electives
- **FSK20113 Certificate II in Skills for Work and Vocational Pathways**  
Qualification requirement: 8 core and 6 electives

Pricing

Print	Price	Qty	\$ Total
Learner guides with assessment. Indicate total quantity in this row.	\$18.00 ea		
eBook	Price		
eBook learner guides with assessment. To purchase eBooks, visit <a href="http://myconnectshop.campion.com.au">myconnectshop.campion.com.au</a>	\$16.50 ea		
Trainer's and assessor's guide	Price		
Available for each title. Supplied as downloadable Word files. Assessment resource available on request. These resources are available for purchase through our website <a href="http://www.aspirelr.com.au">www.aspirelr.com.au</a>	\$150.00 ea		

ISBN	Code	Title	FSK10113	FSK10213	FSK20113	Office use	Quantities by item	
							Select	Qty
978 1 74349 879 8	FSKDIG01	Use digital technology for basic workplace tasks	C			FSDIG01R1	<input type="checkbox"/>	
978 1 74349 887 3	FSKDIG02	Use digital technology for simple workplace tasks		C		FSDIG02R1	<input type="checkbox"/>	
978 1 74349 915 3	FSKDIG03	Use digital technology for routine workplace tasks			C	FSDIG03R1	<input type="checkbox"/>	
978 1 74349 859 0	FSKLRG04	Use basic strategies for work-related learning	C			FSLRG04R1	<input type="checkbox"/>	
978 1 74349 891 0	FSKLRG08	Use simple strategies for work-related learning		C		FSLRG08R1	<input type="checkbox"/>	
978 1 74349 919 1	FSKLRG09	Use strategies to respond to routine workplace problems			C	FSLRG09R1	<input type="checkbox"/>	
978 1 74349 923 8	FSKLRG11	Use routine strategies for work-related learning			C	FSLRG11R1	<input type="checkbox"/>	
978 1 74349 863 7	FSKNUM03	Use whole numbers and money up to one thousand for work	C			FSNUM03R1	<input type="checkbox"/>	
978 1 74349 867 5	FSKNUM04	Locate, compare and use highly familiar measurements for work	C			FSNUM04R1	<input type="checkbox"/>	
978 1 74349 895 8	FSKNUM08	Identify and use whole numbers and simple fractions, decimals and percentages for work		C		FSNUM08R1	<input type="checkbox"/>	
978 1 74349 899 6	FSKNUM09	Identify, measure and estimate familiar quantities for work		C		FSNUM09R1	<input type="checkbox"/>	
978 1 74349 927 6	FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages for work			C	FSNUM14R1	<input type="checkbox"/>	
978 1 74349 931 3	FSKNUM15	Estimate, measure and calculate routine metric measurements for work			C	FSNUM15R1	<input type="checkbox"/>	
978 1 74349 871 2	FSKOCM02	Engage in basic spoken exchanges at work	C			FSOCM02R1	<input type="checkbox"/>	
978 1 74349 903 0	FSKOCM03	Participate in simple spoken interactions at work		C		FSOCM03R1	<input type="checkbox"/>	
978 1 74349 935 1	FSKOCM07	Interact effectively with others at work			C	FSOCM07R1	<input type="checkbox"/>	
978 1 74349 875 0	FSKRDG04	Read and respond to basic workplace information	C			FSRDG04R1	<input type="checkbox"/>	
978 1 74349 907 8	FSKRDG07	Read and respond to simple workplace information		C		FSRDG07R1	<input type="checkbox"/>	
978 1 74349 939 9	FSKRDG10	Read and respond to routine workplace information			C	FSRDG10R1	<input type="checkbox"/>	
978 1 74349 855 2	FSKWTG03	Write basic workplace information	C			FSWTG03R1	<input type="checkbox"/>	
978 1 74349 911 5	FSKWTG06	Write simple workplace information		C		FSWTG06R1	<input type="checkbox"/>	
978 1 74349 943 6	FSKWTG09	Write routine workplace texts			C	FSWTG09R1	<input type="checkbox"/>	

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Ready for Work

Title	Office use	Price
Annual renewable licence* – digital download	RFW1L	\$550.00

\* Please note: this resource is only available for purchase through our website [www.aspirelr.com.au](http://www.aspirelr.com.au)

ISBN	Title
978 1 76031 838 3	Working safely
978 1 76031 840 6	Working with people of different cultures
978 1 76031 842 0	Going to an interview
978 1 76031 844 4	Making an appointment
978 1 76031 846 8	Finding a job
978 1 76031 848 2	Preparing a resume
978 1 76031 850 5	Using email at work
978 1 76031 852 9	Applying for a job
978 1 76031 854 3	Handling food safely
978 1 76031 856 7	Finding and sharing a place to live
978 1 76031 858 1	Being part of your community
978 1 76031 860 4	Understanding Australian culture
978 1 76031 862 8	Following instructions at work
978 1 76031 864 2	Looking your best at work
978 1 76031 866 6	Organising your time
978 1 76031 868 0	Working in a team
978 1 76031 870 3	Communicating well
978 1 76031 872 7	Getting around
978 1 76031 874 1	Following rules at work
978 1 76031 876 5	Using basic reading skills

Personal Finance Skills

Title	Office use	Price
Annual renewable licence* – digital download	PFS1L	\$150.00

\* Please note: these resources are only available for purchase through our website [www.aspirelr.com.au](http://www.aspirelr.com.au)

ISBN	Title
978 1 76059 457 2	Preparing a personal budget
978 1 76059 463 3	Developing a savings plan
978 1 76059 469 5	Understanding debt and consumer credit

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		

Working with Numbers

Title	Office use	Price
Annual renewable licence* – digital download	WWN1L	\$350.00

\* Please note: this resource is only available for purchase through our website [www.aspirelr.com.au](http://www.aspirelr.com.au)

ISBN	Title
978 1 76031 878 9	Fractions, percentages, decimals – basic
978 1 76031 880 2	Fractions, percentages, decimals – extension
978 1 76031 882 6	Understanding length and time
978 1 76031 884 0	Understanding volume, mass and temperature
978 1 76031 886 4	2 D and 3 D shapes and angles
978 1 76031 888 8	Using maps
978 1 76031 890 1	Understanding Australian money and banking
978 1 76031 892 5	Creating a personal budget
978 1 76031 894 9	Reading bills and statements
978 1 76031 896 3	Comparing, estimating and rounding numbers

Pre-Employment Skills  
Complete Licence Pack

Annual renewable licence\* – digital download

Contains **all 33 titles** from Ready for Work, Working with Numbers and Personal Finance Skills

Price: \$900.00

Office use code: PREE1L

\$ Subtotal for this page

Qualifications: Business

- **BSB10120 Certificate I in Workplace Skills**  
Qualification requirement: 2 core and 4 electives
- **BSB20120 Certificate II in Workplace Skills**  
Qualification requirement: 5 core and 5 electives
- **BSB30120 Certificate III in Business**  
Qualification requirement: 6 core and 7 electives
- **BSB40120 Certificate IV in Business**  
Qualification requirement: 6 core and 6 electives
- **BSB50120 Diploma of Business**  
Qualification requirement: 5 core and 7 electives
- **BSB560120 Advanced Diploma of Business**  
Qualification requirement: 5 core and 5 electives

Qualifications: Leadership and Management

- **BSB40520 Certificate IV in Leadership and Management**  
Qualification requirement: 5 core and 7 electives
- **BSB50420 Diploma of Leadership and Management**  
Qualification requirement: 6 core and 6 electives
- **BSB60420 Advanced Diploma of Leadership and Management**  
Qualification requirement: 5 core and 5 electives

For pricing, see below.  
For titles, refer to the relevant columns on pages 6–8.

Pricing

Print	Price	Qty	\$ Total
Learner guides. Indicate total quantity in this row.	\$18.00 ea		
eBook	Price		
Learner eBooks. To purchase eBooks, visit <a href="http://myconnectshop.campion.com.au">myconnectshop.campion.com.au</a>	\$16.50 ea		
Assessment Support Packs	Price		
Available for each title. Supplied as downloadable Word files. These resources are available for purchase through our website <a href="http://www.aspirelr.com.au">www.aspirelr.com.au</a>	\$550.00 ea		

## BSB Business Services Training Package v7.0 (cont.)

ISBN	Code	TP Release *	Title	BSB10120	BSB20120	BSB30120	BSB40120	BSB40520 L+M	BSB50120	BSB50420 L+M	BSB60120	BSB60420 L+M	Office use	Quantities by item	
														Select	Qty
978 1 76075 910 0	BSBCMM211	R7	Apply communication skills	E	C								BBCMM211	<input type="checkbox"/>	
978 1 76075 914 8	BSBCMM511	R7	Communicate with influence							C	E (B)	E	BBCMM511	<input type="checkbox"/>	
978 1 76075 918 6	BSBCRT201	R7	Develop and apply thinking and problem solving skills	E	E (A)								BBCRT201	<input type="checkbox"/>	
978 1 76075 922 3	BSBCRT311	R7	Apply critical thinking skills in a team environment			C							BBCRT311	<input type="checkbox"/>	
978 1 76075 648 2	BSBCRT411	R7	Apply critical thinking to work practices				C	E (A)					BBCRT411	<input type="checkbox"/>	
978 1 76075 652 9	BSBCRT412	R7	Articulate, present and debate ideas			E (C)	E (B)	E (B)	E (C)				BBCRT412	<input type="checkbox"/>	
978 1 76075 656 7	BSBCRT511	R7	Develop critical thinking in others						C	C	E (B)	E	BBCRT511	<input type="checkbox"/>	
978 1 76075 660 4	BSBCRT611	R7	Apply critical thinking for complex problem solving						E (C)		C	C	BBCRT601	<input type="checkbox"/>	
978 1 76075 664 2	BSBFIN501	R7	Manage budgets and financial plans						C	E	E (B)		BBFIN501	<input type="checkbox"/>	
978 1 76075 668 0	BSBFIN601	R7	Manage organisational finances						E (A)		C		BBFIN601	<input type="checkbox"/>	
978 1 76075 930 8	BSBHRM413	R7	Support the learning and development of teams and individuals				E (B)						BBHRM413	<input type="checkbox"/>	
978 1 76075 934 6	BSBHRM522	R7	Manage employee and industrial relations							E	E (B)		BBHRM522	<input type="checkbox"/>	
978 1 76075 672 7	BSBHRM614	R7	Contribute to strategic workforce planning								E (A)	E	BBHRM614	<input type="checkbox"/>	
978 1 76075 676 5	BSBLDR301	R7	Support effective workplace relationships			E (C)							BBLDR301	<input type="checkbox"/>	
978 1 76075 680 2	BSBLDR411	R7	Demonstrate leadership in the workplace				E (B)	C					BBLDR411	<input type="checkbox"/>	
978 1 76075 938 4	BSBLDR412	R7	Communicate effectively as a workplace leader					E (A)					BBLDR412	<input type="checkbox"/>	
978 1 76075 684 0	BSBLDR413	R7	Lead effective workplace relationships					C					BBLDR413	<input type="checkbox"/>	
978 1 76075 942 1	BSBLDR414	R7	Lead team effectiveness					E (A)					BBLDR414	<input type="checkbox"/>	
978 1 76075 688 8	BSBLDR522	R7	Manage people performance						E (B)	E			BBLDR522	<input type="checkbox"/>	
978 1 76075 692 5	BSBLDR523	R7	Lead and manage effective workplace relationships						E (B)	C			BBLDR523	<input type="checkbox"/>	
978 1 76075 696 3	BSBLDR601	R7	Lead and manage organisational change						E (C)		E (A)	C	BBLDR601	<input type="checkbox"/>	
978 1 76075 700 7	BSBLDR602	R7	Provide leadership across the organisation								E (B)	C	BBLDR602	<input type="checkbox"/>	
978 1 76075 986 5	BSBOPS101	R7	Use business resources	C									BBOPS101	<input type="checkbox"/>	
978 1 76075 704 5	BSBOPS201	R7	Work effectively in business environments	E	C								BBOPS201	<input type="checkbox"/>	
978 1 76075 708 3	BSBOPS203	R7	Deliver a service to customers		E (C)								BBOPS203	<input type="checkbox"/>	
978 1 76075 946 9	BSBOPS301	R7	Maintain business resources			E (E)							BBOPS301	<input type="checkbox"/>	
978 1 76075 950 6	BSBOPS303	R7	Organise schedules			E (E)							BBOPS303	<input type="checkbox"/>	
978 1 76075 712 0	BSBOPS304	R7	Deliver and monitor a service to customers			E (D)							BBOPS304	<input type="checkbox"/>	
978 1 76075 716 8	BSBOPS401	R7	Coordinate business resources				E (C)	E (B)					BBOPS401	<input type="checkbox"/>	
978 1 76075 720 5	BSBOPS402	R7	Coordinate business operational plans				E (D)	C					BBOPS402	<input type="checkbox"/>	

\* The R# relates to the Training Package version, for example: R1 = Release 1, R2 = Release 2.

() The letter in the brackets denotes the elective group that this unit belongs to in the qualification.

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

## BSB Business Services Training Package v7.0 (cont.)

ISBN	Code	TP Release*	Title	BSB10120	BSB20120	BSB30120	BSB40120	BSB40520 L+M	BSB50120	BSB50420 L+M	BSB60120	BSB60420 L+M	Office use	Quantities by item	
														Select	Qty
978 1 76075 954 4	BSBOPS403	R7	Apply business risk management processes				E (D)	E (A)					BBOPS403	<input type="checkbox"/>	
978 1 76075 958 2	BSBOPS404	R7	Implement customer service strategies				E (D)	E (B)	E (E)				BBOPS404	<input type="checkbox"/>	
978 1 76075 724 3	BSBOPS405	R7	Organise business meetings				E (C)	E (B)					BBOPS405	<input type="checkbox"/>	
978 1 76075 728 1	BSBOPS501	R7	Manage business resources						C	E			BBOPS501	<input type="checkbox"/>	
978 1 76075 732 8	BSBOPS502	R7	Manage business operational plans						E (A)	C			BBOPS502	<input type="checkbox"/>	
978 1 76075 736 6	BSBOPS504	R7	Manage business risk						E (A)	E	E (B)		BBOPS504	<input type="checkbox"/>	
978 1 76075 740 3	BSBOPS505	R7	Manage organisational customer service						E (E)	E	E (B)		BBOPS505	<input type="checkbox"/>	
978 1 76075 744 1	BSBOPS601	R7	Develop and implement business plans						E (A)		C	C	BBOPS601	<input type="checkbox"/>	
978 1 76075 990 2	BSBPEF101	R7	Plan and prepare for work readiness	C	E (C)								BBPEF101	<input type="checkbox"/>	
978 1 76075 748 9	BSBPEF201	R7	Support personal wellbeing in the workplace	E	E (A)	C							BBPEF201	<input type="checkbox"/>	
978 1 76075 752 6	BSBPEF202	R7	Plan and apply time management	E	C								BBPEF202	<input type="checkbox"/>	
978 1 76075 756 4	BSBPEF301	R7	Organise personal work priorities			E (B)							BBPEF301	<input type="checkbox"/>	
978 1 76075 760 1	BSBPEF302	R7	Develop self-awareness		E (A)	E (C)							BBPEF302	<input type="checkbox"/>	
978 1 76075 764 9	BSBPEF401	R7	Manage personal health and wellbeing				E (A)	E (B)	E (C)				BBPEF401	<input type="checkbox"/>	
978 1 76075 768 7	BSBPEF402	R7	Develop personal work priorities				E (A)	E (A)					BBPEF402	<input type="checkbox"/>	
978 1 76075 772 4	BSBPEF501	R7	Manage personal and professional development				E (B)		E (B)	E	E (B)	E	BBPEF501	<input type="checkbox"/>	
978 1 76075 776 2	BSBPEF502	R7	Develop and use emotional intelligence				E (A)	E (B)	E (C)	C			BBPEF502	<input type="checkbox"/>	
978 1 76075 780 9	BSBPMG430	R7	Undertake project work			E (B)	E (C)	E (B)	E (A)				BBPMG430	<input type="checkbox"/>	
978 1 76075 784 7	BSBSTR301	R7	Contribute to continuous improvement			E (B)							BBSTR301	<input type="checkbox"/>	
978 1 76075 788 5	BSBSTR401	R7	Promote innovation in team environments				E (B)	E (A)					BBSTR401	<input type="checkbox"/>	
978 1 76075 962 9	BSBSTR502	R7	Facilitate continuous improvement					E (A)	E (C)	E			BBSTR502	<input type="checkbox"/>	
978 1 76075 792 2	BSBSTR601	R7	Manage innovation and continuous improvement						E (C)		E (A)	C	BBSTR601	<input type="checkbox"/>	
978 1 76075 796 0	BSBSTR602	R7	Develop organisational strategies								E (A)	E	BBSTR602	<input type="checkbox"/>	
978 1 76075 800 4	BSBSUS211	R7	Participate in sustainable work practices	E	C	C							BBSUS211	<input type="checkbox"/>	
978 1 76075 804 2	BSBSUS411	R7	Implement and monitor environmentally sustainable work practices				E (E)	E (B)					BBSUS411	<input type="checkbox"/>	
978 1 76075 808 0	BSBSUS511	R7	Develop workplace policies and procedures for sustainability				E (E)		C	E	E (B)		BBSUS511	<input type="checkbox"/>	
978 1 76075 812 7	BSBSUS601	R7	Lead corporate social responsibility						E (A)		C	E	BBSUS601	<input type="checkbox"/>	
978 1 76075 816 5	BSBTEC201	R7	Use business software applications		E (B)								BBTEC201	<input type="checkbox"/>	
978 1 76075 820 2	BSBTEC202	R7	Use digital technologies to communicate in a work environment		E (B)	E (A)							BBTEC202	<input type="checkbox"/>	
978 1 76075 824 0	BSBTEC301	R7	Design and produce business documents			E (A)							BBTEC301	<input type="checkbox"/>	

\* The R# relates to the Training Package version, for example: R1 = Release 1, R2 = Release 2.

() The letter in the brackets denotes the elective group that this unit belongs to in the qualification.

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



## BSB Business Services Training Package v7.0 (cont.)

ISBN	Code	TP Release*	Title	BSB10120	BSB20120	BSB30120	BSB40120	BSB40520 L+M	BSB50120	BSB50420 L+M	BSB60120	BSB60420 L+M	Office use	Quantities by item	
														Select	Qty
978 1 76075 828 8	BSBTEC302	R7	Design and produce spreadsheets			E (A)							BBTEC302	<input type="checkbox"/>	
978 1 76075 832 5	BSBTEC404	R7	Use digital technologies to collaborate in a work environment			E (A)	C		E (F)				BBTEC404	<input type="checkbox"/>	
978 1 76075 836 3	BSBTEC601	R7	Review organisational digital strategy						E (F)		C	E	BBTEC601	<input type="checkbox"/>	
978 1 76075 840 0	BSBTWK301	R7	Use inclusive work practices			C							BBTWK301	<input type="checkbox"/>	
978 1 76075 844 8	BSBTWK401	R7	Build and maintain business relationships				C	E (A)	E (E)				BBTWK401	<input type="checkbox"/>	
978 1 76075 848 6	BSBTWK502	R7	Manage team effectiveness						E (B)	C			BBTWK502	<input type="checkbox"/>	
978 1 76075 966 7	BSBTWK503	R7	Manage meetings						E (A)	E			BBTWK503	<input type="checkbox"/>	
978 1 76075 852 3	BSBWHS211	R7	Contribute to the health and safety of self and others	E	C								BBWHS211	<input type="checkbox"/>	
978 1 76075 856 1	BSBWHS311	R7	Assist with maintaining workplace safety			C							BBWHS311	<input type="checkbox"/>	
978 1 76075 994 0	BSBWHS332X	R7	Apply infection prevention and control procedures to own work activity			E (B)							BBWHS332X	<input type="checkbox"/>	
978 1 76075 860 8	BSBWHS411	R7	Implement and monitor WHS policies, procedures and programs				C	E (A)					BBWHS411	<input type="checkbox"/>	
978 1 76075 970 4	BSBWHS521	R5	Ensure a safe workplace for a work area						E (D)	E	E (A)		BBWHS521	<input type="checkbox"/>	
978 1 76075 864 6	BSBWRT311	R7	Write simple documents			E (A)							BBWRT311	<input type="checkbox"/>	
978 1 76075 868 4	BSBWRT411	R7	Write complex documents				C	E (B)					BBWRT411	<input type="checkbox"/>	
978 1 76075 872 1	BSBXCM301	R4	Engage in workplace communication			C							BBXCM301	<input type="checkbox"/>	
978 1 76075 876 9	BSBXCM401	R4	Apply communication strategies in the workplace				C	C					BBXCM401	<input type="checkbox"/>	
978 1 76075 880 6	BSBXCM501	R4	Lead communication in the workplace						C	E	E (B)	E	BBXCM501	<input type="checkbox"/>	
978 1 76075 974 2	BSBXCS303	R6	Securely manage personally identifiable information and workplace information			E (A)							BBXCS303	<input type="checkbox"/>	
978 1 76075 978 0	BSBXCS401	R6	Maintain security of digital devices				E (G)						BBXCS401	<input type="checkbox"/>	
978 1 76075 884 4	BSBXCS402	R6	Promote workplace cyber security awareness and practices				E (G)		E (F)				BBXCS402	<input type="checkbox"/>	
978 1 76075 982 7	BSBXCS403	R6	Contribute to cyber security threat assessments				E (G)						BBXCS403	<input type="checkbox"/>	
978 1 76075 888 2	BSBXDB301	R4	Respond to the service needs of customers and clients with disability			E (D)							BBXDB301	<input type="checkbox"/>	
978 1 76075 892 9	BSBXDB501	R4	Support staff members with disability in the workplace				E (B)		E (B)	E	E (A)		BBXDB501	<input type="checkbox"/>	
978 1 76075 902 5	BSBXTW301	R4	Work in a team			E (C)							BBXTW301	<input type="checkbox"/>	
978 1 76075 896 7	BSBXTW401	R4	Lead and facilitate a team				E (B)	C					BBXTW401	<input type="checkbox"/>	
978 1 76075 531 7	FSKDIGO02	R2	Use digital technology for routine and simple workplace tasks	E									FSDIGO02	<input type="checkbox"/>	
978 1 76075 567 6	FSKLRG011	R2	Use routine strategies for work-related learning	E									FSLRG011	<input type="checkbox"/>	

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( ) The letter in the brackets denotes the elective group that this unit belongs to in the qualification.

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BSB Certificates I-III resources

Qualifications

- **BSB10115 Certificate I in Business**  
Qualification requirement: 1 core and 5 electives
- **BSB20115 Certificate II in Business**  
Qualification requirement: 1 core and 11 electives
- **BSB30115 Certificate III in Business**  
Qualification requirement: 1 core and 11 electives
- **BSB30415 Certificate III in Business Administration**  
Qualification requirement: 2 core and 11 electives

Pricing

Print	Price	Qty	\$ Total
Learner guides. Indicate total quantity in this row.	\$18.00 ea		
eBook	Price		
Learner eBooks. To purchase eBooks, visit myconnectshop.campion.com.au	\$16.50 ea		
Assessment resources	Price		
Available for each title. Supplied as downloadable Word files.	\$550.00 ea		
These resources are available for purchase through our website <a href="http://www.aspirelr.com.au">www.aspirelr.com.au</a>			

ISBN	Code	Release*	Title	BSB10115	BSB20115	BSB30115	BSB30415	Office use	Quantities by item	
									Select	Qty
978 1 76059 284 4	BSBADM101	R1	Use business equipment and resources	E				BXADM101	<input type="checkbox"/>	
978 1 76059 287 5	BSBADM307	R1	Organise schedules				E	BXADM307	<input type="checkbox"/>	
978 1 76059 290 5	BSBADM311	R1	Maintain business resources			E	E	BXADM311	<input type="checkbox"/>	
978 1 76059 311 7	BSBCMM101	R1	Apply basic communication skills	E				BXCMM101	<input type="checkbox"/>	
978 1 76059 314 8	BSBCMM201	R1	Communicate in the workplace		E			BXCMM201	<input type="checkbox"/>	
978 1 76059 317 9	BSBCMM301	R1	Process customer complaints			E	E	BXCMM301	<input type="checkbox"/>	
978 1 76059 323 0	BSBCUS201	R1	Deliver a service to customers		E			BXCUS201	<input type="checkbox"/>	
978 1 76059 326 1	BSBCUS301	R1	Deliver and monitor a service to customers			E	E	BXCUS301	<input type="checkbox"/>	
978 1 76059 341 4	BSBDIV301	R1	Work effectively with diversity			E	E	BXDIV301	<input type="checkbox"/>	
978 1 76059 347 6	BSBFIA301	R1	Maintain financial records			E	E	BXFIA301	<input type="checkbox"/>	
978 1 76059 350 6	BSBFIA302	R1	Process payroll				E	BXFIA302	<input type="checkbox"/>	
978 1 76059 353 7	BSBFIA303	R1	Process accounts payable and receivable				E	BXFIA303	<input type="checkbox"/>	
978 1 76059 389 6	BSBIND201	R1	Work effectively in a business environment	E	E			BXIND201	<input type="checkbox"/>	
978 1 76059 392 6	BSBINM201	R1	Process and maintain workplace information		E			BXINM201	<input type="checkbox"/>	
978 1 76059 395 7	BSBINM202	R1	Handle mail		E			BXINM202	<input type="checkbox"/>	
978 1 76059 398 8	BSBINM301	R1	Organise workplace information			E	E	BXINM301	<input type="checkbox"/>	
978 1 76059 401 5	BSBINM302	R1	Utilise a knowledge management system			E	E	BXINM302	<input type="checkbox"/>	
978 1 76059 413 8	BSBINN201	R1	Contribute to workplace innovation		E		E	BXINN201	<input type="checkbox"/>	
978 1 76059 416 9	BSBINN301	R1	Promote innovation in a team environment			E		BXINN301	<input type="checkbox"/>	
978 1 76059 425 1	BSBITU102	R1	Develop keyboard skills (Microsoft Office 2013)	E				BXITU102	<input type="checkbox"/>	
978 1 76075 274 3	BSBITU211	R1	Produce digital text documents (Microsoft Office 2016)	E	E			BXITU211	<input type="checkbox"/>	
978 1 76075 277 4	BSBITU212	R1	Create and use spreadsheets (Microsoft Office 2016)	E	E			BXITU212	<input type="checkbox"/>	
978 1 76075 357 3	BSBITU213	R1	Use digital technologies to communicate remotely		E			BXITU213	<input type="checkbox"/>	

\* The R# relates to the Training Package version, for example: R1 = Release 1, R2 = Release 2.

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ISBN	Code	Release *	Title	BSB10115	BSB20115	BSB30115	BSB30415	Office use	Quantities by item	
									Select	Qty
978 1 76059 446 6	BSBITU305	R1	Conduct online transactions (Microsoft Office 2013)			E	E	BXITU305	<input type="checkbox"/>	
978 1 76059 449 7	BSBITU306	R1	Design and produce business documents (Microsoft Office 2013)			E	E	BXITU306	<input type="checkbox"/>	
978 1 76059 452 7	BSBITU307	R2	Develop keyboarding speed and accuracy (Microsoft Office 2013)				C	BXITU307	<input type="checkbox"/>	
978 1 76075 286 6	BSBITU312	R1	Create electronic presentations (Microsoft Office 2016)			E	E	BXITU312	<input type="checkbox"/>	
978 1 76075 280 4	BSBITU313	R1	Design and produce digital text documents (Microsoft Office 2016)			E	E	BXITU313	<input type="checkbox"/>	
978 1 76075 283 5	BSBITU314	R1	Design and produce spreadsheets (Microsoft Office 2016)			E	E	BXITU314	<input type="checkbox"/>	
978 1 76059 473 2	BSBLED101	R1	Plan skills development	E				BXLED101	<input type="checkbox"/>	
978 1 76059 527 2	BSBPRO301	R1	Recommend products and services			E	E	BXPRO301	<input type="checkbox"/>	
978 1 76059 533 3	BSBPUR301	R1	Purchase goods and services			E		BXPUR301	<input type="checkbox"/>	
978 1 76059 557 9	BSBSUS201	R1	Participate in environmentally sustainable work practices	E	E		E	BXSUS201	<input type="checkbox"/>	
978 1 76059 608 8	BSBSUS301	R1	Implement and monitor environmentally sustainable work practices			E		BXSUS301	<input type="checkbox"/>	
978 1 76059 566 1	BSBWHS201	R1	Contribute to health and safety of self and others	C	C		C	BXWHS201	<input type="checkbox"/>	
978 1 76059 569 2	BSBWHS302	R1	Apply knowledge of WHS legislation in the workplace			C		BXWHS302	<input type="checkbox"/>	
978 1 76059 572 2	BSBWHS401	R1	Implement and monitor WHS policies, procedures and programs to meet legislative requirements				E	BXWHS401	<input type="checkbox"/>	
978 1 76059 578 4	BSBWOR202	R1	Organise and complete daily work activities	E	E			BXWOR202	<input type="checkbox"/>	
978 1 76059 581 4	BSBWOR203	R2	Work effectively with others		E			BXWOR203	<input type="checkbox"/>	
978 1 76059 584 5	BSBWOR204	R1	Use business technology		E		E	BXWOR204	<input type="checkbox"/>	
978 1 76059 587 6	BSBWOR301	R1	Organise personal work priorities and development			E	E	BXWOR301	<input type="checkbox"/>	
978 1 76075 126 5	BSBWRK311	R1	Develop self-awareness			E		BXWRK311	<input type="checkbox"/>	
978 1 76059 602 6	BSBWRT301	R1	Write simple documents			E	E	BXWRT301	<input type="checkbox"/>	
978 1 76075 507 2	BSBXDB301	R4	Respond to the service needs of customers and clients with disability – Cross Sector Unit			E		BXXDB301	<input type="checkbox"/>	
978 1 76075 515 7	BSBXTW301	R4	Work in a team – Cross Sector Unit			E		BXXTW301	<input type="checkbox"/>	

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Qualifications

- **BSB40215 Certificate IV in Business**  
Qualification requirement: 1 core and 9 electives

→ **BSB40515 Certificate IV in Business Administration**  
Qualification requirement: 10 electives
- **BSB42015 Certificate IV in Leadership and Management**  
Qualification requirement: 4 core and 8 electives

→ **BSB42415 Certificate IV in Marketing and Communications**  
Qualification requirement: 5 core and 7 electives

Pricing

Print	Price	Qty	\$ Total
Learner guides. Indicate total quantity in this row.	\$18.00 ea		
eBook	Price		
Learner eBooks. To purchase eBooks, visit <a href="http://myconnectshop.campion.com.au">myconnectshop.campion.com.au</a>	\$16.50 ea		
Assessment resources	Price		
Available for each title. Supplied as downloadable Word files.	\$550.00 ea		
These resources are available for purchase through our website <a href="http://www.aspirelr.com.au">www.aspirelr.com.au</a>			

ISBN	Code	Release*	Title	BSB40215	BSB40515	BSB42015	BSB42415	Office use	Quantities by item	
									Select	Qty
978 1 76059 293 6	BSBADM405	R1	Organise meetings	E	E			BXADM405	<input type="checkbox"/>	
978 1 76059 296 7	BSBADM406	R1	Organise business travel		E			BXADM406	<input type="checkbox"/>	
978 1 76059 299 8	BSBADM409	R1	Coordinate business resources	E	E	E		BXADM409	<input type="checkbox"/>	
978 1 76059 320 9	BSBCMM401	R1	Make a presentation	E	E	E	C	BXCMM401	<input type="checkbox"/>	
978 1 76059 397 1	BSBCRT401	R2	Articulate, present and debate ideas			E	C	BXCRT401	<input type="checkbox"/>	
978 1 76075 120 3	BSBCRT404	R1	Apply advanced critical thinking to work processes	E	E	E	E	BXCRT404	<input type="checkbox"/>	
978 1 76059 329 2	BSBCUS401	R2	Coordinate implementation of customer service strategies	E	E	E	E	BXCUS401	<input type="checkbox"/>	
978 1 76059 332 2	BSBCUS402	R2	Address customer needs	E	E	E		BXCUS402	<input type="checkbox"/>	
978 1 76059 335 3	BSBCUS403	R2	Implement customer service standards	E		E		BXCUS403	<input type="checkbox"/>	
978 1 76059 356 8	BSBFIA401	R1	Prepare financial reports		E			BXFIA401	<input type="checkbox"/>	
978 1 76059 359 9	BSBFIA402	R1	Report on financial activity	E	E	E	E	BXFIA402	<input type="checkbox"/>	
978 1 76059 404 6	BSBINM401	R1	Implement workplace information system		E	E	E	BXINM401	<input type="checkbox"/>	
978 1 76059 416 9	BSBINN301	R1	Promote innovation in a team environment	E	E	E		BXINN301	<input type="checkbox"/>	
978 1 76059 455 8	BSBLDR401	R1	Communicate effectively as a workplace leader			C		BXLDR401	<input type="checkbox"/>	
978 1 76059 458 9	BSBLDR402	R1	Lead effective workplace relationships			C	E	BXLDR402	<input type="checkbox"/>	
978 1 76059 461 9	BSBLDR403	R1	Lead team effectiveness			C		BXLDR403	<input type="checkbox"/>	
978 1 76059 464 0	BSBLDR404	R1	Lead a diverse workforce			E		BXLDR404	<input type="checkbox"/>	
978 1 76059 476 3	BSBLED401	R2	Develop teams and individuals	E		E		BXLED401	<input type="checkbox"/>	
978 1 76059 482 4	BSBMGT401	R1	Show leadership in the workplace			E		BXMGT401	<input type="checkbox"/>	
978 1 76059 485 5	BSBMGT402	R1	Implement operational plan			C		BXMGT402	<input type="checkbox"/>	
978 1 76059 488 6	BSBMGT403	R1	Implement continuous improvement			E		BXMGT403	<input type="checkbox"/>	
978 1 76059 406 0	BSBMGT407	R1	Apply digital solutions to work processes			E	C	BXMGT407	<input type="checkbox"/>	
978 1 76059 515 9	BSBMKG413	R1	Promote products and services	E	E	E		BXMKG413	<input type="checkbox"/>	
978 1 76059 518 0	BSBMKG414	R1	Undertake marketing activities	E	E			BXMKG414	<input type="checkbox"/>	
978 1 76059 424 4	BSBMKG417	R1	Apply marketing communication across a convergent industry				C	BXMKG417	<input type="checkbox"/>	
978 1 76059 415 2	BSBMKG418	R1	Develop and apply knowledge of marketing communication industry				C	BXMKG418	<input type="checkbox"/>	
978 1 76059 524 1	BSBPMG522	R1	Undertake project work	E		E		BXPMG522	<input type="checkbox"/>	
978 1 76059 530 2	BSBPRO401	R1	Develop product knowledge				E	BXPRO401	<input type="checkbox"/>	
978 1 76059 536 4	BSBREL401	R1	Establish networks	E	E			BXREL401	<input type="checkbox"/>	
978 1 76059 539 5	BSBREL402	R1	Build client relationships and business networks			E		BXREL402	<input type="checkbox"/>	
978 1 76059 542 5	BSBRES401	R1	Analyse and present research information	E	E	E	E	BXRES401	<input type="checkbox"/>	
978 1 76059 545 6	BSBRSK401	R1	Identify risk and apply risk management processes	E	E	E		BXRSK401	<input type="checkbox"/>	
978 1 76059 551 7	BSBSLS407	R1	Identify and plan sales prospects					BXSLS407	<input type="checkbox"/>	
978 1 76059 554 8	BSBSLS408	R1	Present, secure and support sales solutions					BXSLS408	<input type="checkbox"/>	
978 1 76059 608 8	BSBSUS301	R1	Implement and monitor environmentally sustainable work practices	E	E	E		BXSUS301	<input type="checkbox"/>	
978 1 76059 572 2	BSBWHS401	R1	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	C	E	E		BXWHS401	<input type="checkbox"/>	
978 1 76059 590 6	BSBWOR404	R2	Develop work priorities			E		BXWOR404	<input type="checkbox"/>	
978 1 76059 605 7	BSBWRT401	R1	Write complex documents	E	E	E	E	BXWRT401	<input type="checkbox"/>	

\* The R# relates to the Training Package version, for example: R1 = Release 1, R2 = Release 2.

Please ensure you have entered the total number of guides selected, and the cost, in the top table above

\$ Subtotal for this page

Qualifications

- **BSB50215 Diploma of Business**  
Qualification requirement: 8 electives

→ **BSB50415 Diploma of Business Administration**  
Qualification requirement: 8 electives
- **BSB51918 Diploma of Leadership and Management**  
Qualification requirement: 4 core and 8 electives

→ **BSB61015 Advanced Diploma of Leadership and Management**  
Qualification requirement: 4 core and 8 electives

Pricing

Print	Price	Qty	\$ Total
Learner guides. Indicate total quantity in this row.	\$18.00 ea		
eBook	Price		
Learner eBooks. To purchase eBooks, visit <a href="http://myconnectshop.campion.com.au">myconnectshop.campion.com.au</a>	\$16.50 ea		
Assessment resources	Price		
Available for each title. Supplied as downloadable Word files. These resources are available for purchase through our website <a href="http://www.aspirelr.com.au">www.aspirelr.com.au</a>	\$550.00 ea		

ISBN	Code	Release*	Title	BSB50215	BSB50415	BSB51918	BSB61015	Office use	Quantities by item	
									Select	Qty
978 1 76059 302 5	BSBADM502	R1	Manage meetings	E	E	E		BXADM502	<input type="checkbox"/>	
978 1 76059 305 6	BSBADM504	R1	Plan and implement administrative systems	E	E			BXADM504	<input type="checkbox"/>	
978 1 76059 308 7	BSBADM506	R1	Manage business document design and development	E	E			BXADM506	<input type="checkbox"/>	
978 1 76059 338 4	BSBCUS501	R2	Manage quality customer service		E	E		BXCUS501	<input type="checkbox"/>	
978 1 76059 344 5	BSBDIV501	R1	Manage diversity in the workplace			E		BXDIV501	<input type="checkbox"/>	
978 1 76059 362 9	BSBFIM501	R1	Manage budgets and financial plans			E		BXFIM501	<input type="checkbox"/>	
978 1 76059 365 0	BSBFIM502	R2	Manage payroll	E	E			BXFIM502	<input type="checkbox"/>	
978 1 76059 368 1	BSBFIM601	R1	Manage finances				C	BXFIM601	<input type="checkbox"/>	
978 1 76059 371 1	BSBHRM405	R1	Support the recruitment, selection and induction of staff			E		BXHRM405	<input type="checkbox"/>	
978 1 76059 374 2	BSBHRM501	R1	Manage human resource services			E		BXHRM501	<input type="checkbox"/>	
978 1 76059 377 3	BSBHRM506	R1	Manage recruitment, selection and induction processes	E				BXHRM506	<input type="checkbox"/>	
978 1 76059 380 3	BSBHRM512	R1	Develop and manage performance management processes			E		BXHRM512	<input type="checkbox"/>	
978 1 76059 383 4	BSBHRM513	R1	Manage workforce planning	E		E		BXHRM513	<input type="checkbox"/>	
978 1 76059 386 5	BSBHRM602	R1	Manage human resources strategic planning				E	BXHRM602	<input type="checkbox"/>	
978 1 76059 407 7	BSBINM501	R1	Manage an information or knowledge management system	E	E	E		BXINM501	<input type="checkbox"/>	
978 1 76059 410 7	BSBINM601	R1	Manage knowledge and information				E	BXINM601	<input type="checkbox"/>	
978 1 76059 416 9	BSBINN301	R1	Promote innovation in a team environment		E			BXINN301	<input type="checkbox"/>	
978 1 76059 419 0	BSBINN601	R1	Lead and manage organisational change				C	BXINN601	<input type="checkbox"/>	
978 1 76075 123 4	BSBLDR511	R1	Develop and use emotional intelligence			C		BXLDR511	<input type="checkbox"/>	
978 1 76059 470 1	BSBLDR502	R1	Lead and manage effective workplace relationships			C		BXLDR502	<input type="checkbox"/>	
978 1 76059 479 4	BSBLED501	R1	Develop a workplace learning environment			E		BXLED501	<input type="checkbox"/>	
978 1 76059 488 6	BSBMGT403	R1	Implement continuous improvement	E				BXMGT403	<input type="checkbox"/>	
978 1 76059 491 6	BSBMGT502	R1	Manage people performance		E	E		BXMGT502	<input type="checkbox"/>	
978 1 76059 494 7	BSBMGT516	R1	Facilitate continuous improvement			E		BXMGT516	<input type="checkbox"/>	
978 1 76059 497 8	BSBMGT517	R1	Manage operational plan			C		BXMGT517	<input type="checkbox"/>	
978 1 76059 500 5	BSBMGT605	R1	Provide leadership across the organisation				C	BXMGT605	<input type="checkbox"/>	
978 1 76059 503 6	BSBMGT608	R1	Manage innovation and continuous improvement				E	BXMGT608	<input type="checkbox"/>	
978 1 76059 506 7	BSBMGT615	R1	Contribute to organisation development				E	BXMGT615	<input type="checkbox"/>	
978 1 76059 509 8	BSBMGT616	R1	Develop and implement strategic plans				E	BXMGT616	<input type="checkbox"/>	
978 1 76059 512 8	BSBMGT617	R1	Develop and implement a business plan				C	BXMGT617	<input type="checkbox"/>	
978 1 76059 521 0	BSBMKG609	R1	Develop a marketing plan				E	BXMKG609	<input type="checkbox"/>	

\* The R# relates to the Training Package version, for example: R1 = Release 1, R2 = Release 2.

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ISBN	Code	Release *	Title	BSB50215	BSB50415	BSB51918	BSB61015	Office use	Quantities by item	
									Select	Qty
978 1 76059 524 1	BSBPMG522	R1	Undertake project work	E	E	E		BXPMG522	<input type="checkbox"/>	
978 1 76059 548 7	BSBR5K501	R1	Manage risk	E		E	E	BXRSK501	<input type="checkbox"/>	
978 1 76059 563 0	BSBSUS501	R1	Develop workplace policy and procedures for sustainability	E	E	E	E	BXSUS501	<input type="checkbox"/>	
978 1 76059 572 2	BSBWHS401	R1	Implement and monitor WHS policies, procedures and programs to meet legislative requirements			E		BXWHS401	<input type="checkbox"/>	
978 1 76059 575 3	BSBWHS501	R1	Ensure a safe workplace			E		BXWHS501	<input type="checkbox"/>	
978 1 76075 615 4	BSBWHS521	R5	Ensure a safe workplace for a work area			E		BXWHS521	<input type="checkbox"/>	
978 1 76059 593 7	BSBWOR501	R1	Manage personal work priorities and professional development	E	E	E		BXWOR501	<input type="checkbox"/>	
978 1 76059 596 8	BSBWOR502	R1	Lead and manage team effectiveness		E	C		BXWOR502	<input type="checkbox"/>	
978 1 76075 367 2	BSBWRK520	R1	Manage employee relations			E		BXWRK520	<input type="checkbox"/>	
978 1 76075 511 9	BSBXDB501	R4	Support staff members with disability in the workplace – Cross Sector Unit	E				BXXDB501	<input type="checkbox"/>	

\* The R# relates to the Training Package version, for example: R1 = Release 1, R2 = Release 2.

Please ensure you have entered the total number of guides selected, and the cost, in the top table on page 12

Qualifications

- **CHC14015 Certificate I in Active Volunteering**  
Qualification requirement: 3 core and 2 electives
- **CHC24015 Certificate II in Active Volunteering**  
Qualification requirement: 4 core and 3 electives
- **CHC34015 Certificate III in Active Volunteering**  
Qualification requirement: 6 core and 4 electives

For pricing, refer to 'Pricing' under CHC Community Services Training Package below.  
For titles, refer to the relevant columns on pages 8–11.

CHC Community Services Training Package

Qualifications

- **CHC22015 Certificate II in Community Services**  
Qualification requirement: 5 core and 4 electives
  - **CHC32015 Certificate III in Community Services**  
Qualification requirement: 5 core and 7 electives
  - **CHC33015 Certificate III in Individual Support**  
Qualification requirement: 7 core and 6 electives
  - **CHC42015 Certificate IV in Community Services**  
Qualification requirement: 7 core and 8 electives
  - **CHC43015 Certificate IV in Ageing Support**  
Qualification requirement: 15 core and 3 electives
  - **CHC43115 Certificate IV in Disability**  
Qualification requirement: 11 core and 3 electives
- **CHC43215 Certificate IV in Alcohol and Other Drugs**  
Qualification requirement: 12 core and 5 electives
  - **CHC43315 Certificate IV in Mental Health**  
Qualification requirement: 11 core and 4 electives
  - **CHC43415 Certificate IV in Leisure and Health**  
Qualification requirement: 10 core and 7 electives
  - **CHC51015 Diploma of Counselling**  
Qualification requirement: 13 core and 4 electives
  - **CHC52015 Diploma in Community Services**  
Qualification requirement: 8 core and 8 electives

Pricing

Print	Price	Qty	\$ Total
Learner guides. Indicate total quantity in this row.	\$18.00 ea		
eBook	Price		
Learner eBooks. To purchase eBooks, visit: <a href="http://myconnectshop.campion.com.au">myconnectshop.campion.com.au</a>	\$16.50 ea		
Assessment resources	Price		
Available for each title. Supplied as downloadable Word files. These resources are available for purchase through our website <a href="http://www.aspirelr.com.au">www.aspirelr.com.au</a>	\$550.00 ea		

\$ Subtotal for this page



## CHC Community Services (cont.)

ISBN	Code	Release*	Title	CHC2015 – CS II	CHC32015 – CS III	CHC33015 – IS III	CHC42015 – CS IV	CHC43015 – AS IV	CHC43115 – DIS IV	CHC43215 – AOD IV	CHC43315 – MH IV	CHC43415 – LH IV	CHC51015 – COU DIP	CHC52015 – CS DIP	CHC14015 – AV I	CHC24015 – AV II	CHC34015 – AV III	Office use	Quantities by item	
																			Select	Qty
978 1 76059 314 8	BSBCM201	R1	Communicate in the workplace												E	C		BXCMM201	<input type="checkbox"/>	
978 1 76059 320 9	BSBCM401	R1	Make a presentation														E	BXCMM401	<input type="checkbox"/>	
978 1 76059 323 0	BSBCUS201	R1	Deliver a service to customers											E				BXCUS201	<input type="checkbox"/>	
978 1 76059 398 8	BSBINM301	R1	Organise workplace information		E	E											E	BXINM301	<input type="checkbox"/>	
978 1 76059 482 4	BSBMGT401	R1	Show leadership in the workplace														E	BXMGT401	<input type="checkbox"/>	
978 1 76059 584 5	BSBWOR204	R1	Use business technology														E	BXWOR204	<input type="checkbox"/>	
978 1 76059 587 6	BSBWOR301	R1	Organise personal work priorities and development														C	BXWOR301	<input type="checkbox"/>	
978 1 76059 734 4	CHCADV001	R1	Facilitate the interests and rights of clients		E	E	C	C	E	E	E		E				E	CXADV001	<input type="checkbox"/>	
978 1 76059 737 5	CHCADV002	R1	Provide advocacy and representation services				E		E				E					CXADV002	<input type="checkbox"/>	
978 1 76059 740 5	CHCAGE001	R1	Facilitate the empowerment of older people		E	E	E	C	E	E	E	E	E	E			E	CXAGE001	<input type="checkbox"/>	
978 1 76059 743 6	CHCAGE002	R1	Implement falls prevention strategies			E		E										CXAGE002	<input type="checkbox"/>	
978 1 76059 746 7	CHCAGE003	R1	Coordinate services to older people					C	E									CXAGE003	<input type="checkbox"/>	
978 1 76059 749 8	CHCAGE004	R1	Implement interventions with older people at risk					C										CXAGE004	<input type="checkbox"/>	
978 1 76059 752 8	CHCAGE005	R2	Provide support to people living with dementia			E		C	E		E							CXAGE005	<input type="checkbox"/>	
978 1 76059 755 9	CHCAOD001	R1	Work in an alcohol and other drugs context		E	E	E	E	E	C	E	E					E	CXAOD001	<input type="checkbox"/>	
978 1 76059 758 0	CHCAOD004	R1	Assess needs of clients with alcohol and/or other drugs issues						C	E			E					CXAOD004	<input type="checkbox"/>	
978 1 76059 761 0	CHCAOD006	R1	Provide interventions for people with alcohol and other drug issues						C	E								CXAOD006	<input type="checkbox"/>	
978 1 76059 764 1	CHCAOD009	R1	Develop and review individual treatment alcohol and other drug treatment plan						C				E					CXAOD009	<input type="checkbox"/>	
978 1 76075 906 3	CHCCCS002	R1	Assist with movement – NEW			E		E	E									CXCCS002	<input type="checkbox"/>	
978 1 76059 767 2	CHCCCS003	R1	Increase the safety of individuals at risk of suicide				E			E	E		E	E				CXCCS003	<input type="checkbox"/>	
978 1 76059 770 2	CHCCCS004	R2	Assess co-existing needs				C		E	C	E			E				CXCCS004	<input type="checkbox"/>	
978 1 76059 773 3	CHCCCS006	R2	Facilitate individual service planning and delivery			E	E	C	E	E								CXCCS006	<input type="checkbox"/>	
978 1 76059 776 4	CHCCCS007	R2	Develop and implement service programs					E	E		E			C				CXCCS007	<input type="checkbox"/>	
978 1 76059 779 5	CHCCCS008	R1	Develop strategies to address unmet needs				E		E		E							CXCCS008	<input type="checkbox"/>	
978 1 76059 782 5	CHCCCS009	R1	Facilitate responsible behaviour		E	E	E		E	E			E					CXCCS009	<input type="checkbox"/>	
978 1 76075 132 6	CHCCCS010	R1	Maintain a high standard of service				E	E	E									CXCCS010	<input type="checkbox"/>	
978 1 76059 785 6	CHCCCS011	R1	Meet personal support needs			E		C	E								E	CXCCS011	<input type="checkbox"/>	
978 1 76059 788 7	CHCCCS014	R1	Provide brief interventions				E		C	E		E						CXCCS014	<input type="checkbox"/>	
978 1 76059 791 7	CHCCCS015	R1	Provide individualised support		E	C	E		C			E	E				E	CXCCS015	<input type="checkbox"/>	

\* The R# relates to the Training Package version, for example: R1 = Release 1, R2 = Release 2.

Please ensure you have entered the total number of guides selected, and the cost, on page 14 – table continues next page

## CHC Community Services (cont.)

ISBN	Code	Release*	Title	CHC22015 – CS II	CHC32015 – CS III	CHC33015 – IS III	CHC42015 – CS IV	CHC43015 – AS IV	CHC43115 – DIS IV	CHC43215 – AOD IV	CHC43315 – MH IV	CHC43415 – LH IV	CHC51015 – COU DIP	CHC52015 – CS DIP	CHC14015 – AV I	CHC24015 – AV II	CHC34015 – AV III	Office use	Quantities by item	
																			Select	Qty
978 1 76059 794 8	CHCCCS016	R1	Respond to client needs		C													CXCCS016	<input type="checkbox"/>	
978 1 76059 797 9	CHCCCS017	R1	Provide loss and grief support		E	E	E	E	E	E	E		E				E	CXCCS017	<input type="checkbox"/>	
978 1 76059 800 6	CHCCCS019	R1	Recognise and respond to crisis situations		E		E	E	E	E	E		C	E				CXCCS019	<input type="checkbox"/>	
978 1 76059 803 7	CHCCCS020	R1	Respond effectively to behaviours of concern				E				E	E						CXCCS020	<input type="checkbox"/>	
978 1 76059 806 8	CHCCCS023	R2	Support independence and wellbeing		E	C		C	E	E	E	E	E				E	CXCCS023	<input type="checkbox"/>	
978 1 76075 527 0	CHCCCS024	R1	Support individuals with autism spectrum disorder – NEW			E	E		E				E				E	CXCCS024	<input type="checkbox"/>	
978 1 76059 809 9	CHCCCS025	R1	Support relationships with carers and families			E		C	E			E						CXCCS025	<input type="checkbox"/>	
978 1 76075 623 9	CHCCCS026	R1	Transport individuals – NEW			E		E	E									CXCCS026	<input type="checkbox"/>	
978 1 76059 812 9	CHCCDE003	R1	Work within a community development framework	E	E		E					E					E	CXCDE003	<input type="checkbox"/>	
978 1 76059 815 0	CHCCOM001	R1	Provide first point of contact	C	E		E	E								E	E	CXCOM001	<input type="checkbox"/>	
978 1 76059 818 1	CHCCOM002	R2	Use communication to build relationships				C	E	E	C	E	C					C	CXCOM002	<input type="checkbox"/>	
978 1 76059 821 1	CHCCOM003	R2	Develop workplace communication strategies											C				CXCOM003	<input type="checkbox"/>	
978 1 76059 824 2	CHCCOM005	R2	Communicate and work in health or community services	C	C	C									E	E		CXCOM005	<input type="checkbox"/>	
978 1 76059 827 3	CHCCSL001	R1	Establish and confirm the counselling relationship										C					CXCSSL001	<input type="checkbox"/>	
978 1 76059 830 3	CHCCSL002	R1	Apply specialist interpersonal and counselling interview skills										C					CXCSSL002	<input type="checkbox"/>	
978 1 76059 833 4	CHCCSL003	R1	Facilitate the counselling relationship and process										C					CXCSSL003	<input type="checkbox"/>	
978 1 76059 836 5	CHCCSL004	R1	Research and apply personality and development theories										C					CXCSSL004	<input type="checkbox"/>	
978 1 76059 839 6	CHCCSL005	R1	Apply learning theories in counselling										C					CXCSSL005	<input type="checkbox"/>	
978 1 76059 842 6	CHCCSL006	R1	Select and use counselling therapies										C					CXCSSL006	<input type="checkbox"/>	
978 1 76059 845 7	CHCCSL007	R1	Support counselling clients in decision making processes										C					CXCSSL007	<input type="checkbox"/>	
978 1 76059 433 6	CHCCSM004	R1	Coordinate complex case requirements							E				E				CXCSTM004	<input type="checkbox"/>	
978 1 76059 848 8	CHCCSM005	R1	Develop, facilitate and review all aspects of case management				E						C	E				CXCSTM005	<input type="checkbox"/>	
978 1 76059 442 8	CHCCSM006	R1	Provide case management supervision											E				CXCSTM006	<input type="checkbox"/>	
978 1 76059 851 8	CHCDEV002	R2	Analyse impacts of sociological factors on clients in community work and services											C				CXDEV002	<input type="checkbox"/>	
978 1 76059 854 9	CHCDIS001	R1	Contribute to ongoing skills development using a strengths-based approach			E	E											CXDIS001	<input type="checkbox"/>	
978 1 76059 857 0	CHCDIS002	R1	Follow established person-centred behaviour supports			E			C			E						CXDIS002	<input type="checkbox"/>	
978 1 76059 860 0	CHCDIS003	R1	Support community participation and social inclusion			E						E						CXDIS003	<input type="checkbox"/>	
978 1 76059 863 1	CHCDIS004	R1	Communicate using augmentative and alternative communication strategies			E	E	E	E									CXDIS004	<input type="checkbox"/>	
978 1 76059 866 2	CHCDIS005	R1	Develop and provide person-centred service responses						C					E				CXDIS005	<input type="checkbox"/>	

\* The R# relates to the Training Package version, for example: R1 = Release 1, R2 = Release 2.

Please ensure you have entered the total number of guides selected, and the cost, on page 14 – table continues next page

## CHC Community Services (cont.)

ISBN	Code	Release*	Title	CHC2015 – CS II	CHC32015 – CS III	CHC33015 – IS III	CHC42015 – CS IV	CHC43015 – AS IV	CHC43115 – DIS IV	CHC43215 – AOD IV	CHC43315 – MH IV	CHC43415 – LH IV	CHC51015 – COU DIP	CHC52015 – CS DIP	CHC14015 – AV I	CHC24015 – AV II	CHC34015 – AV III	Office use	Quantities by item	
																			Select	Qty
978 1 76059 869 3	CHCDIS007	R1	Facilitate the empowerment of people with disability		E	E	E	E	C	E	E	E					E	CXDIS007	<input type="checkbox"/>	
978 1 76059 872 3	CHCDIS008	R1	Facilitate community participation and social inclusion				E	E	C	E	E			E				CXDIS008	<input type="checkbox"/>	
978 1 76059 875 4	CHCDIS009	R1	Facilitate ongoing skills development using a person-centred approach					E	C									CXDIS009	<input type="checkbox"/>	
978 1 76059 878 5	CHCDIS010	R1	Provide person-centred services to people with disabilities with complex needs				E	E	C					E				CXDIS010	<input type="checkbox"/>	
978 1 76059 881 5	CHCDIV001	R1	Work with diverse people (CS)	C	C	C	C	C	C	C	C	C	C		C	C	C	CXDIV001	<input type="checkbox"/>	
978 1 76059 884 6	CHCDIV002	R1	Promote Aboriginal and/or Torres Strait Islander cultural safety (CS)	E	E	E	E	E	E	E	C	E	C	E	E	E	E	CXDIV002	<input type="checkbox"/>	
978 1 76059 887 7	CHCDIV003	R1	Manage and promote diversity					E	E				E	C				CXDIV003	<input type="checkbox"/>	
978 1 76059 890 7	CHCHCS001	R1	Provide home and community support services			E			E			E					E	CXHCS001	<input type="checkbox"/>	
978 1 76059 902 7	CHCLAH001	R1	Work effectively in the leisure and health industries			E			E			C						CXLAH001	<input type="checkbox"/>	
978 1 76059 905 8	CHCLAH002	R1	Contribute to leisure and health programming			E			E			C						CXLAH002	<input type="checkbox"/>	
978 1 76059 908 9	CHCLAH003	R1	Participate in the planning, implementation and monitoring of individual leisure and health programs			E			E			C						CXLAH003	<input type="checkbox"/>	
978 1 76059 911 9	CHCLAH004	R1	Participate in planning leisure and health programs for clients with complex needs									C						CXLAH004	<input type="checkbox"/>	
978 1 76059 914 0	CHCLAH005	R1	Incorporate lifespan development and sociological concepts into leisure and health programming									C						CXLAH005	<input type="checkbox"/>	
978 1 76059 917 1	CHCLEG001	R1	Work legally and ethically (CS)			C	C			C	C		C				C	CXLEG001	<input type="checkbox"/>	
978 1 76059 920 1	CHCLEG003	R1	Manage legal and ethical compliance						C	C				C				CXLEG003	<input type="checkbox"/>	
978 1 76059 923 2	CHCMGT005	R2	Facilitate workplace debriefing and support processes				E						C					CXMGT005	<input type="checkbox"/>	
978 1 76059 926 3	CHCMHS001	R1	Work with people with mental health issues		E	E	E	E	E	C		E	E	E			E	CXMHS001	<input type="checkbox"/>	
978 1 76059 929 4	CHCMHS002	R1	Establish self-directed recovery relationships							E	C	E		E				CXMHS002	<input type="checkbox"/>	
978 1 76059 932 4	CHCMHS003	R1	Provide recovery oriented mental health services				E			E	C	E		E				CXMHS003	<input type="checkbox"/>	
978 1 76059 935 5	CHCMHS004	R1	Work collaboratively with the care network and other services							E	C	E		E				CXMHS004	<input type="checkbox"/>	
978 1 76059 938 6	CHCMHS005	R1	Provide services to people with coexisting mental health and alcohol and other drugs issues							E	C			E				CXMHS005	<input type="checkbox"/>	
978 1 76059 941 6	CHCMHS007	R1	Work effectively in trauma informed care								C							CXMHS007	<input type="checkbox"/>	
978 1 76059 944 7	CHCMHS008	R1	Promote and facilitate self-advocacy								C			E				CXMHS008	<input type="checkbox"/>	
978 1 76059 947 8	CHCMHS011	R1	Assess and promote social, emotional and physical wellbeing				E				C			E				CXMHS011	<input type="checkbox"/>	
978 1 76059 950 8	CHCPAL001	R2	Deliver care services using a palliative approach			E	E	C	E			E						CXPAL001	<input type="checkbox"/>	
978 1 76059 953 9	CHCPAL002	R2	Plan for and provide care services using a palliative approach				E	E	E									CXPAL002	<input type="checkbox"/>	
978 1 76075 611 6	CHCPOL003	R2	Research and apply evidence to practice –NEW										E	E				CXPOL003	<input type="checkbox"/>	

\* The R# relates to the Training Package version, for example: R1 = Release 1, R2 = Release 2.

Please ensure you have entered the total number of guides selected, and the cost, on page 14 – table continues next page

## CHC Community Services (cont.)

ISBN	Code	Release*	Title	CHC2015 – CS II	CHC32015 – CS III	CHC33015 – IS III	CHC42015 – CS IV	CHC43015 – AS IV	CHC43115 – DIS IV	CHC43215 – AOD IV	CHC43315 – MH IV	CHC43415 – LH IV	CHC51015 – COU DIP	CHC52015 – CS DIP	CHC14015 – AV I	CHC24015 – AV II	CHC34015 – AV III	Office use	Quantities by item	
																			Select	Qty
978 1 76059 956 0	CHCPRP001	R2	Develop and maintain networks and collaborative partnerships		E	E	C	C	E	C	E			E			E	CXPRP001	<input type="checkbox"/>	
978 1 76059 959 1	CHCPRP003	R1	Reflect on and improve own professional practice			E				E	E	C	C	C				CXPRP003	<input type="checkbox"/>	
978 1 76059 996 6	CHCPRT003	R4	Work collaboratively to maintain an environment safe for children and young people														E	NEXPR003	<input type="checkbox"/>	
978 1 76075 523 2	CHCVOL001	R1	Be an effective volunteer – NEW	E	E										C	C	C	CXVOL001	<input type="checkbox"/>	
978 1 74349 887 3	FSKDIG02	R1	Use digital technology for simple workplace tasks												E			FSDIG02R1	<input type="checkbox"/>	
978 1 74349 915 3	FSKDIG03	R1	Use digital technology for routine workplace tasks													E		FSDIG03R1	<input type="checkbox"/>	
978 1 74349 919 1	FSKLRG09	R1	Use strategies to respond to routine workplace problems														E	FSLR09R1	<input type="checkbox"/>	
978 1 74349 923 8	FSKLRG11	R1	Use routine strategies for work-related learning														E	FSLRG11R1	<input type="checkbox"/>	
978 1 74349 927 6	FSKNUM14	R1	Calculate with whole numbers and familiar fractions, decimals and percentages for work														E	FSNUM14R1	<input type="checkbox"/>	
978 1 74349 935 1	FSKOCM07	R1	Interact effectively with others at work														E	FSOCM07R1	<input type="checkbox"/>	
978 1 74349 939 9	FSKRDG10	R1	Read and respond to routine workplace information														E	FSRDG10R1	<input type="checkbox"/>	
978 1 74349 911 5	FSKWTG06	R1	Write simple workplace information													E		FSWTG06R1	<input type="checkbox"/>	
978 1 74349 943 6	FSKWTG09	R1	Write routine workplace texts														E	FSWTG09R1	<input type="checkbox"/>	
978 1 76059 728 3	HLTAAP001	R1	Recognise healthy body systems			C		C	C	E	E						E	CXAAP001	<input type="checkbox"/>	
978 1 76059 731 3	HLTAAP002	R1	Confirm physical health status					E	E			C						CXAAP002	<input type="checkbox"/>	
978 1 76059 893 8	HLTHPS006	R2	Assist clients with medication			E		E	E	E	E							CXHPS006	<input type="checkbox"/>	
978 1 76059 896 9	HLTHPS007	R1	Administer and monitor medication					E	E									CXHPS007	<input type="checkbox"/>	
978 1 76059 899 0	HLTINF001	R1	Comply with infection prevention and control policies and procedures	E		E											E	CXINF001	<input type="checkbox"/>	
978 1 76059 962 1	HLTWHS001	R3	Participate in workplace health and safety (CS)	C							C				C	C	C	CXWHS001	<input type="checkbox"/>	
978 1 76059 965 2	HLTWHS002	R2	Follow safe work practices for direct client care		C	C		C	C			C						CXWHS002	<input type="checkbox"/>	
978 1 76059 968 3	HLTWHS003	R3	Maintain work health and safety (CS)				C	E	E								C	CXWHS003	<input type="checkbox"/>	
978 1 76059 971 3	HLTWHS004	R2	Manage work health and safety					E	E					C				CXWHS004	<input type="checkbox"/>	
978 1 76059 974 4	HLTWHS006	R1	Manage personal stressors in the work environment		C		E			E	E							CXWHS006	<input type="checkbox"/>	
978 1 76059 980 5	SITXFAA001	R1	Use hygienic practices for food safety		E	E		E										HXFAA001	<input type="checkbox"/>	

\* The R# relates to the Training Package version, for example: R1 = Release 1, R2 = Release 2.

Please ensure you have entered the total number of guides selected, and the cost, on page 14

Qualifications

- **CHC30113 Certificate III in Early childhood education and care**  
Qualification requirement: 15 core\* and 3 electives
- **CHC40113 Certificate IV in School age education and care**  
Qualification requirement: 15 core\* and 4 electives
- **CHC50113 Diploma of Early childhood education and care**  
Qualification requirement: 23 core\* and 5 electives
- **CHC50213 Diploma of School age education and care**  
Qualification requirement: 18 core\* and 7 electives

NEW Early childhood education and care resources coming soon

\* Please note: Aspire has not developed *HLTAID004 Provide an emergency first aid response in an education and care setting*.  
N.B. All units have been updated to the revised NQS with the exception of CHCSAC001, CHCSAC002, CHCSAC003, CHCSAC004 and CHCSAC005.

Pricing

Print	Price	Qty	\$ Total
Learner guides. Indicate total quantity in this row.	\$18.00 ea		
eBook	Price		
Learner eBooks. To purchase eBooks, visit <a href="http://myconnectshop.campion.com.au">myconnectshop.campion.com.au</a>	\$16.50 ea		
Assessment resources	Price		
Available for each title. Supplied as downloadable Word files.	\$300.00 ea		
These resources are available for purchase through our website <a href="http://www.aspirelr.com.au">www.aspirelr.com.au</a>			

ISBN	Code	Release *	Title	CHC30113	CHC40113	CHC50113	CHC50213	Office use	Quantities by item	
									Select	Qty
978 1 76059 915 7	CHCDIV001	R1	Work with diverse people	E	C	E		NEXDIV001	<input type="checkbox"/>	
978 1 76059 918 8	CHCDIV002	R1	Promote Aboriginal and/or Torres Strait Islander cultural safety	C	C	C	C	NEXDIV002	<input type="checkbox"/>	
978 1 76059 921 8	CHCECE001	R2	Develop cultural competence	C	C	C	C	NEXECE001	<input type="checkbox"/>	
978 1 76059 924 9	CHCECE002	R2	Ensure the health and safety of children	C	C	C		NEXECE002	<input type="checkbox"/>	
978 1 76059 927 0	CHCECE003	R3	Provide care for children	C		C		NEXECE003	<input type="checkbox"/>	
978 1 76059 930 0	CHCECE004	R2	Promote and provide healthy food and drinks	C	C	C	C	NEXECE004	<input type="checkbox"/>	
978 1 76059 933 1	CHCECE005	R2	Provide care for babies and toddlers	C		C		NEXECE005	<input type="checkbox"/>	
978 1 76059 936 2	CHCECE006	R3	Support behaviour of children and young people	E	E			NEXECE006	<input type="checkbox"/>	
978 1 76059 939 3	CHCECE007	R2	Develop positive and respectful relationships with children	C		C		NEXECE007	<input type="checkbox"/>	
978 1 76059 942 3	CHCECE009	R2	Use an approved learning framework to guide practice	C	C	C	C	NEXECE009	<input type="checkbox"/>	
978 1 76059 945 4	CHCECE010	R2	Support the holistic development of children in early childhood	C	E			NEXECE010	<input type="checkbox"/>	
978 1 76059 948 5	CHCECE011	R2	Provide experiences to support children's play and learning	C	C		C	NEXECE011	<input type="checkbox"/>	
978 1 76059 951 5	CHCECE012	R2	Support children to connect with their world	E	E			NEXECE012	<input type="checkbox"/>	
978 1 76059 954 6	CHCECE013	R2	Use information about children to inform practice	C				NEXECE013	<input type="checkbox"/>	
978 1 76059 957 7	CHCECE016	R2	Establish and maintain a safe and healthy environment for children			C	C	NEXECE016	<input type="checkbox"/>	
978 1 76059 960 7	CHCECE017	R2	Foster the holistic development and wellbeing of the child in early childhood			C	E	NEXECE017	<input type="checkbox"/>	
978 1 76059 963 8	CHCECE018	R2	Nurture creativity in children			C	C	NEXECE018	<input type="checkbox"/>	
978 1 76059 966 9	CHCECE019	R2	Facilitate compliance in an education and care service			C	C	NEXECE019	<input type="checkbox"/>	
978 1 76059 969 0	CHCECE020	R2	Establish and implement plans for developing cooperative behaviour			C	C	NEXECE020	<input type="checkbox"/>	
978 1 76059 972 0	CHCECE021	R2	Implement strategies for the inclusion of all children		E	C	C	NEXECE021	<input type="checkbox"/>	

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ISBN	Code	Release *	Title	CHC30113	CHC40113	CHC50113	CHC50213	Office use	Quantities by item	
									Select	Qty
978 1 76059 975 1	CHCECE022	R2	Promote children's agency		E	C	E	NEXECE022	<input type="checkbox"/>	
978 1 76059 986 7	CHCECE023	R2	Analyse information to inform learning			C	E	NEXECE023	<input type="checkbox"/>	
978 1 76059 987 4	CHCECE024	R2	Design and implement the curriculum to foster children's learning and development			C	C	NEXECE024	<input type="checkbox"/>	
978 1 76059 988 1	CHCECE025	R2	Embed sustainable practices in service operations		E	C	E	NEXECE025	<input type="checkbox"/>	
978 1 76059 989 8	CHCECE026	R3	Work in partnership with families to provide appropriate education and care for children			C	C	NEXECE026	<input type="checkbox"/>	
978 1 76059 990 4	CHCINM002	R1	Meet community information needs			E		NEXINM002	<input type="checkbox"/>	
978 1 76059 991 1	CHCLEG001	R1	Work legally and ethically	C	C	C		NEXLEG001	<input type="checkbox"/>	
978 1 76059 992 8	CHCMGT003	R1	Lead the work team			E		NEXMGT003	<input type="checkbox"/>	
978 1 76059 993 5	CHCPOL002	R1	Develop and implement policy			E	E	NEXPOL002	<input type="checkbox"/>	
978 1 76059 994 2	CHCPRP003	R1	Reflect on and improve own professional practice	E	E	E	E	NEXPRP003	<input type="checkbox"/>	
978 1 76059 995 9	CHCPRT001	R2	Identify and respond to children and young people at risk	C	C	C	C	NEXPRT001	<input type="checkbox"/>	
978 1 76059 996 6	CHCPRT003	R4	Work collaboratively to maintain an environment safe for children and young people	E				NEXPRT003	<input type="checkbox"/>	
978 1 76059 707 8	CHCSAC001	R2	Support children to participate in school age care		C		C	EXSAC001	<input type="checkbox"/>	
978 1 76059 710 8	CHCSAC002	R2	Develop and implement play and leisure experiences in school age care		C		C	EXSAC002	<input type="checkbox"/>	
978 1 76059 713 9	CHCSAC003	R2	Work collaboratively and respectfully with children in school age care		C		C	EXSAC003	<input type="checkbox"/>	
978 1 76059 716 0	CHCSAC004	R2	Support the holistic development of children in school age care	C	C			EXSAC004	<input type="checkbox"/>	
978 1 76059 719 1	CHCSAC005	R4	Foster the holistic development and wellbeing of the child in school age care			C	C	EXSAC005	<input type="checkbox"/>	
978 1 76059 997 3	HLTWHS001	R3	Participate in workplace health and safety	C	C			NEXWHS001	<input type="checkbox"/>	
978 1 76059 998 0	HLTWHS003	R3	Maintain work health and safety			C	E	NEXWHS003	<input type="checkbox"/>	

\* The R# relates to the Training Package version, for example: R1 = Release 1, R2 = Release 2.

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Developed in partnership with One World for Children



Microlearning modules for early childhood education and care

Pricing

Modules for up to 20 users – 12 month licence	Price	Qty	\$ Total
Individual module Titles are listed below. Indicate total quantity in this row.	\$99.00 ea		
All 12 modules	\$999.00		

Modules for up to 2,000 users –12 month licence	Price	Qty	\$ Total
Individual module Titles are listed below. Indicate total quantity in this row.	\$250.00 ea		
All 12 modules	\$2,500.00		

Please note: this resource is only available to purchase directly through Customer Service at sales@aspirelr.com.au.  
You will be required to sign terms and conditions before modules are supplied.

Title	Office use	Quantities by item	
		Select	Qty
Nappy changing	ECML01LIC	<input type="checkbox"/>	
Safe sleeping	ECML02LIC	<input type="checkbox"/>	
Positive mealtime environments	ECML03LIC	<input type="checkbox"/>	
Intentional teaching	ECML04LIC	<input type="checkbox"/>	
Learning through play	ECML05LIC	<input type="checkbox"/>	
Environmentally friendly play spaces	ECML06LIC	<input type="checkbox"/>	
Culturally sensitive practice	ECML07LIC	<input type="checkbox"/>	
Managing behaviour	ECML08LIC	<input type="checkbox"/>	
Caring for babies	ECML09LIC	<input type="checkbox"/>	
Communicating with families	ECML10LIC	<input type="checkbox"/>	
Slips, trips and falls	ECML11LIC	<input type="checkbox"/>	
Kitchen safety	ECML12LIC	<input type="checkbox"/>	

Microlearning modules for community services

Pricing

Module – 12 month licence	Office use	Price	Qty	\$ Total
Individual module Titles are listed below. Indicate total quantity in this row.		\$250.00 ea		
All three modules	CSMLPACKLIC	\$550.00		

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Title	Office use	Quantities by item	
		Select	Qty
Provide basic foot skin and nail care	CSML01LIC	<input type="checkbox"/>	
Provide basic oral health care	CSML02LIC	<input type="checkbox"/>	
Personal hygiene	CSML03LIC	<input type="checkbox"/>	

\$ Subtotal for this page

Qualifications

→ HLT23215 Certificate II in Health Support Services

Qualification requirement: 4 core and 8 electives

→ HLT33015 Certificate III in Allied Health Assistance

Qualification requirement: 8 core and 3 electives

→ HLT33115 Certificate III in Health Services Assistance

Qualification requirement: 7 core and 8 electives

→ HLT37315 Certificate III in Health Administration

Qualification requirement: 5 core and 8 electives

Pricing

Print	Price	Qty	\$ Total
Learner guides. Indicate total quantity in this row.	\$18.00 ea		
eBook	Price		
Learner eBooks. To purchase eBooks, visit myconnectshop.campion.com.au	\$16.50 ea		
Assessment resources	Price		
Available for each title. Supplied as downloadable Word files.	\$550.00 ea		
These resources are available for purchase through our website www.aspirelr.com.au			

ISBN	Code	Release*	Title	HLT23215	HLT33015	HLT33115	HLT37315	Office use	Quantities by item	
									Select	Qty
978 1 76059 740 5	CHCAGE001	R1	Facilitate the empowerment of older people		E	E		CXAGE001	<input type="checkbox"/>	
978 1 76059 752 8	CHCAGE005	R2	Provide support to people living with dementia			E		CXAGE005	<input type="checkbox"/>	
978 1 76059 755 9	CHCAOD001	R1	Work in an alcohol and other drugs context		E	E		CXAOD001	<input type="checkbox"/>	
978 1 76075 906 3	CHCCCS002	R1	Assist with movement – NEW		E	E		CXCCS002	<input type="checkbox"/>	
978 1 76059 773 3	CHCCCS006	R2	Facilitate individual service planning and delivery		E	E		CXCCS006	<input type="checkbox"/>	
978 1 76059 782 5	CHCCCS009	R1	Facilitate responsible behaviour		E	E		CXCCS009	<input type="checkbox"/>	
978 1 76075 132 6	CHCCCS010	R1	Maintain a high standard of service	E	C	E		CXCCS010	<input type="checkbox"/>	
978 1 76059 791 7	CHCCCS015	R1	Provide individualised support			E		CXCCS015	<input type="checkbox"/>	
978 1 76059 803 7	CHCCCS020	R1	Respond effectively to behaviours of concern		E	E	E	CXCCS020	<input type="checkbox"/>	
978 1 76075 623 9	CHCCCS026	R1	Transport individuals – NEW	E		E		CXCCS026	<input type="checkbox"/>	
978 1 76059 815 0	CHCCOM001	R1	Provide first point of contact				E	CXCOM001	<input type="checkbox"/>	
978 1 76059 824 2	CHCCOM005	R2	Communicate and work in health or community services	C	C	C	C	CXCOM005	<input type="checkbox"/>	
978 1 76059 869 3	CHCDIS007	R1	Facilitate the empowerment of people with disability		E	E		CXDIS007	<input type="checkbox"/>	
978 1 76059 881 5	CHCDIV001	R1	Work with diverse people	C	C	C	C	CXDIV001	<input type="checkbox"/>	
978 1 76059 884 6	CHCDIV002	R1	Promote Aboriginal and/or Torres Strait Islander cultural safety	E	E	E		CXDIV002	<input type="checkbox"/>	
978 1 76059 926 3	CHCMHS001	R1	Work with people with mental health issues		E	E		CXMHS001	<input type="checkbox"/>	
978 1 76059 728 3	HLTAAP001	R1	Recognise healthy body systems		C	C		CXAAP001	<input type="checkbox"/>	
978 1 76059 899 0	HLTINF001	R1	Comply with infection prevention and control policies and procedures	C	C	C	C	CXINF001	<input type="checkbox"/>	
978 1 76059 962 1	HLTWHS001	R3	Participate in workplace health and safety	C	C	C	C	CXWHS001	<input type="checkbox"/>	
978 1 76075 503 4	BSBMED301	R1	Interpret and apply medical terminology appropriately		C	C	C	CXMED301	<input type="checkbox"/>	
978 1 76075 499 0	HLTAHA001	R1	Assist with an allied health program		C			CXAHA001	<input type="checkbox"/>	
978 1 76059 416 9	BSBINN301	R1	Promote innovation in a team environment		E	E		BXINN301	<input type="checkbox"/>	
978 1 76059 584 5	BSBWOR204	R1	Use business technology	E	E			BXWOR204	<input type="checkbox"/>	
978 1 76059 587 6	BSBWOR301	R1	Organise personal work priorities and development			C		BXWOR301	<input type="checkbox"/>	

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ISBN	Code	Release *	Title	HLT23215	HLT33015	HLT33115	HLT37315	Office use	Quantities by item	
									Select	Qty
978 1 76059 284 4	BSBADM101	R1	Use business equipment and resources	E				BXADM101	<input type="checkbox"/>	
978 1 76059 323 0	BSBCUS201	R1	Deliver a service to customers	E				BXCUS201	<input type="checkbox"/>	
978 1 76059 392 6	BSBINM201	R1	Process and maintain workplace information	E				BXINM201	<input type="checkbox"/>	
978 1 76059 578 4	BSBWOR202	R1	Organise and complete daily work activities	E				BXWOR202	<input type="checkbox"/>	
978 1 76059 428 2	BSBITU201	R1	Produce simple word processed documents	E				BXITU201	<input type="checkbox"/>	
978 1 76059 431 2	BSBITU202	R1	Create and use spreadsheets	E				BXITU202	<input type="checkbox"/>	
978 1 76059 581 4	BSBWOR203	R1	Work effectively with others	E				BXWOR203	<input type="checkbox"/>	
978 1 76059 247 6	BSBFIA301	R1	Maintain financial records				E	BXFIA301	<input type="checkbox"/>	
978 1 76059 353 7	BSBFIA303	R1	Process accounts payable and receivable				E	BXFIA303	<input type="checkbox"/>	
978 1 76059 398 8	BSBINM301	R1	Organise workplace information				E	BXIMN301	<input type="checkbox"/>	
978 1 76059 404 6	BSBINM401	R1	Implement workplace information system				E	BXINM401	<input type="checkbox"/>	
978 1 76059 413 8	BSBINN201	R1	Contribute to workplace innovation				E	BXINN201	<input type="checkbox"/>	
978 1 76031 120 9	BSBITU306	R1	Design and produce business documents				E	BXITU306	<input type="checkbox"/>	
9781 76059 326 1	BSBCUS301	R1	Deliver and monitor a service to customers				E	BXCUS301	<input type="checkbox"/>	

\* The R# relates to the Training Package version, for example: R1 = Release 1, R2 = Release 2.

Please ensure you have entered the total number of guides selected, and the cost, in the top table on page 22

# SIT Tourism, Travel and Hospitality Training Package

## Units of competency

- SITHFAB005 Prepare and serve espresso coffee
- SITXFSA001 Use hygienic practices for food safety
- SITXFSA002 Participate in safe food handling practices

## Pricing

Print	Price	Qty	\$ Total
Learner guides. Indicate total quantity in this row.	\$18.00 ea		
eBook	Price		
Learner eBooks. To purchase eBooks, visit myconnectshop.campion.com.au	\$16.50 ea		
Assessment resources	Price		
Available for each title. Supplied as downloadable Word files.	\$550.00 ea		
These resources are available for purchase through our website <a href="http://www.aspirelr.com.au">www.aspirelr.com.au</a>			

ISBN	Code	Release*	Title	Office use	Quantities by item	
					Select	Qty
978 1 76059 977 5	SITHFAB005	R1	Prepare and serve espresso coffee	HXFAB005	<input type="checkbox"/>	
978 1 76059 980 5	SITXFSA001	R1	Use hygienic practices for food safety	HXFSA001	<input type="checkbox"/>	
978 1 76059 983 6	SITXFSA002	R1	Participate in safe food handling practices	HXFSA002	<input type="checkbox"/>	

\* R1 = Release 1

Please ensure you have entered the total number of guides selected, and the cost, in the top table above

ISBN	Title	Office use	Price	Qty	\$ Total
<b>Keeping food safe for all: Food safety across industries</b>					
978 1 74240 266 6	Interactive CD-ROM	FDSAFECD	\$49.95		
<b>Welcome to Aged Care</b>					
978 1 74042 366 3	DVD and Facilitator's guide	ACDVD	\$45.95		
<b>Effective communication: A guide for working in mental health</b>					
978 1 74240 265 9	Interactive CD-ROM	MHCOMCD	\$49.95		
<b>Working safely in community Services</b>					
978 1 74242 858 3	DVD and Facilitator's guide	ACWSDVD	\$45.95		
<b>Provide basic foot skin and nail care</b>					
978 1 74240 716 6	DVD and Facilitator's guide	BFSNCDVD	\$49.95		
<b>Assisting with personal hygiene and grooming</b>					
978 1 74240 713 5	DVD and Facilitator's guide	APHGDVD	\$49.95		
<b>Introduction to Children's Services</b>					
978 1 74240 799 9	DVD and Facilitator's guide	CHILD3DVD	\$99.95		
<b>Welcome to Work</b>					
978 1 74042 844 6	DVD & Facilitator's guide	WELDVD7	\$45.95		

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