

SN 5 Steps is a fully integrated format which starts and ends with unit EoCs & PCs, It is trainee focused - where possible trainees learn by doing practical tasks and activities.

1. Skills and knowledge

Trainer explains the skills and knowledge necessary for unit accreditation (the ECs & PCs in everyday language).

2. Notes & ideas

Trainees read about the skills and knowledge required.

3. Tasks – Q & As

Trainee completes tasks to show that the notes have been read and comprehended – aim to encourage them to think about issues.

4. Learning activities

Mainly practical activities, many to be completed on site - suitable for trainees whether employed in industry or not.

5. Trainee assessment

All activities are fully documented for evidence purposes – comprehensive skill verification check against EoCs & PCs – trainer guide available for easy assessment and to ensure that uniform standards are met.

Trainers have described our new skills NOW 5 Steps Retail II as:

- *“most impressive”*
- *“up to date and relevant”*
- *“very user friendly”*
- *“makes assessment easy”*
- *“books look great”*
- *“very economical”*
- *“I love this resource!”*
- *“resource I have waited for!”*
- *“Ideal for VET!”*

NEW 2010!

5 steps to be extended to all skills NOW Certificate kits including new Business and Community Pharmacy.

Trainer guides

Trainer guides obviously are great aids for both trainers and assessors but also ensure that trainees achieve uniformly high performance standards essential for trouble free assessments.

NEW 2010!

skills NOW has trainer guides for all Certificate packages offered – at no charge if backed by a reasonable class order.

BSB07 Certificates II & III in Business

BSB20107 Certificates II in Business

BSB30107 Certificates II & III in Business

NEW 2010!

New certificate packages for business in skills NOW 5 Step format

SIR07 Certificates in Community Pharmacy

SIR20107 Community Pharmacy Certificate II

SIR30107 Community Pharmacy Certificate III

NEW 2010!

Certificate II updated to SN 5 Steps format . New Certificate III package.

SIR07 Short kits – Retail II

NEW 2010!

Certificate II short kits for trainees seeking training in specific areas but not wishing to complete a certificate – all in SN 5 Steps format.

SKR01 Ready for retail

SKR02 Sales & customer service

SKR03 Retail operations

Quality assurance

In June 2009 the “Noting process” for NQR authorised training materials was immediately terminated following a damning report citing poor management and assessment standards in respect to currency of materials and matching skills with elements of competency.

As all skills NOW packages are up to date, relevant, fully integrated and documented to match training and assessment with elements of competency & performance criteria they conform to NQR recommendations 9 & 10 and can be used with confidence.

Special client needs

skills NOW can customise our material to meet your needs for no additional cost such as use of your own logo subject to quantity.

skills NOW has a great bank of material for retail, business, management, category management and marketing which is an available resource. Why bother writing you own when this is available for a fraction of the cost? – ask us for a quote.

Lower costs

In the old TV classic, talking horse Mister Ed would never speak unless he had something to say. We follow this principle by publishing several units in each book to meet required accreditation standards and supplemented it with additional material where necessary to make it more up to date, relevant and more interesting.

In contrast, other publishers publish on a unit by unit basis so that material becomes over padded, repetitious and boring – what should be a chapter or part chapter is overblown to become a book – totally inappropriate for trainees with limited interest in reading. skills NOW instead emphasises learning by doing practical learning activities.

This format is pedagogically sounder and for a fraction of the costs of alternatives.

Updates

skills NOW has a policy of innovation and improvement. Regularly visit www.skillsnow.com.au for updates.