

# skills NOW – Contents list, Price list, Order forms

## Contents

### 1. Business kits

#### BSB 20107 Certificate II in Business Contents

SNB201	Business fundamentals	*
BSBOHS201A	Participate in OHS processes	C
BSBIND201A	Work effectively in a business environment	E
BSBCMM201A	Communicate in the workplace	E
BSBWOR203A	Work effectively with others	E
BSBINM201A	Process and maintain workplace information	E
BSBCUS201A	Deliver a service to customers	E
BSBWOR204A	Use business technology	E
SIRXCLM001A	Organise and maintain work areas	E
BSBINM202A	Handle mail	E
BSBWOR202A	Organise and complete daily work activities	E
FNSICGEN305A	Maintain daily financial/business records	E
BSBINN201A	Contribute to workplace innovation	E
BSBSUS201A	Participate in environmentally sustainable work practices	E

13 units supplied, 12 units required  
plus supplementary unit – Business fundamentals – not assessable

#### BSB 30107 Certificate III in Business Contents

BSBOHS201A	Participate in OHS processes	C
BSBCUS301A	Deliver and monitor a service to customers	E
BSBPRO301A	Recommend products and services	E
BSBCMM301A	Process customer complaints	E
BSBINM301A	Organise workplace information	E
BSBDIV301A	Work effectively with diversity	E
BSBWRT301A	Write simple documents	E
BSBPUR301B	Purchase goods and services	E
BSBFIA301A	Maintain financial records	E
BSBADM311A	Maintain business resources	E
BSBINN301A	Promote innovation in a team environment	E
BSBWOR301A	Organise personal work priorities and development	E

12 units supplied, 12 units required  
plus Glossary of Business & Management Terms

## BSB 40607 Certificate IV in Business - Sales

### Contents

BSBOHS407A	Monitor a safe workplace	C
BSBPRO401A	Develop product knowledge	E
BSBCUS402A	Address customer needs	E
BSBSLS501A	Develop a sales plan	E
BSBMKG414A	Undertake marketing activities	E
BSBREL401A	Establish networks	E
BSBMKG413A	Promote products and services	E
BSBSLS402A	Identify sales prospects	E
BSBSLS403A	Present a sales solution	E
BSBCMM401A	Make a presentation	E
BSBSLS404A	Secure prospect commitment	E
BSBSLS405A	Support post-sale activities	E
BSBSLS406A	Self-manage sales performance	E

13 units supplied, 10 units required – some smaller, related units are combined.

plus Glossary of Business & Management Terms

## 2. Community pharmacy kits

### SIR20107 Community Pharmacy Certificate II V1.3 kit

#### Contents

CP01	Introduction to pharmacy	*
SIRXIND001A	Work effectively in a retail environment	C
SIRXCOM001A	Communicate in the workplace	C
SIRXOHS001A	Apply safe working practices	C
SIRXCLM001A	Organise and maintain work areas	C
SIRXCCS002A	Interact with customers	C
SIRXIND001A	Sell products and services	C
SIRXMER001A	Merchandise products	C
SIRXICT001A	Operate retail technology	E
SIRXCCS001A	Apply point of sale handling procedures	C
SIRXFIN001A	Balance a point of sale terminal	E
SIRXINV001A	Perform stock control procedures	C
SIRXSL001A	Minimise theft	C
SIRPDIS001A	Accept prescriptions & deliver medicine	C
SIRPPKS001A	Support sale of pharmacy medicines	C
SIRDIS002A	Deliver prescriptions outside the pharmacy	E
SIRPPKS002A	Identify, locate & sell allergy related products	C
SIRPPKS003A	Identify, locate & sell analgesics & anti-inflammatories	C
SIRPPKS005A	Identify, locate & sell cough & cold products	C
SIRPPKS006A	Identify, locate & sell eye, ear & oral care products	C
SIRPPKS007A	Identify, locate & sell gastro intestinal products	C
SIRPPKS008A	Identify, locate & sell first aid & wound care products	C
SIRPPKS009A	Identify, locate & sell skin & fungal relief products	C
SIRPPKS004A	Identify, locate & sell baby & infant care products	E

22 core and elective units required 23 supplied.

\*plus supplementary unit not assessable

## SIR20107 Community Pharmacy Certificate II V1.3 Starter kit

This is for trainees who have already completed Certificate II in Retail.

### Contents

CP01 Introduction to pharmacy		*
SIRPDIS001A	Accept prescriptions & deliver medicine	C
SIRPPKS001A	Support sale of pharmacy medicines	C
SIRDIS002A	Deliver prescriptions outside the pharmacy	E
ISIRPPKS002A	Identify, locate & sell allergy related products	C
SIRPPKS003A	Identify, locate & sell analgesics & anti-inflammatories	C
SIRPPKS005A	Identify, locate & sell cough & cold products	C
SIRPPKS006A	Identify, locate & sell eye, ear & oral care products	C
SIRPPKS007A	Identify, locate & sell gastro intestinal products	C
SIRPPKS008A	Identify, locate & sell first aid & wound care products	C
SIRPPKS009A	Identify, locate & sell skin & fungal relief products	C
SIRPPKS004A	Identify, locate & sell baby & infant care products	E

Pharmacy only units supplied.

\*Supplementary unit not assessable

### 3. Retail kits

#### SIR20207 Certificate II in Retail V1.3 kit

##### Content

SNR001	Getting started in retail	*
SIRXIND001A	Work effectively in a retail environment	C
SIRXCOM001A	Communicate in the workplace	C
SIRXOHS001A	Apply safe working practices	C
SIRXCLM001A	Organise and maintain work areas	C
SIRXCCS002A	Interact with customers	C
SIRXSLS001A	Sell products and services	E
SIRXSLS002A	Advise on products & services	E
SIRXICT001A	Operate retail technology	C
SIRXCCS001A	Apply point of sale handling procedures	C
SIRXFIN001A	Balance a point of sale terminal	E
SIRXINV001A	Perform stock control procedures	C
SIRXMER001A	Merchandise products	E
SIRXINV002A	Maintain and order stock	E
SIRXRSK001A	Minimise theft	C
SIRRFSA001A	Apply food safety practices	E

\*plus supplementary introduction to provide a practical retail context.

Units required 14 core and electives, units supplied 14.

**5SE203 Retail Certificate II - Elective units - Fast food kit**

**Contents**

SIRRFSA001A	Apply food safety practices	C
SIRXMER001A	Merchandise food products	E
SIRRMER003A	Prepare & display fast food items	E
SIRRRPK013A	Advise on fast foods products	E
SIRRFSA002A	Monitor food safety program	E
BSBFRA301A	Work within a franchise	E

**5SE204 Retail Certificate II - Elective units – Bakery kit**

**Contents**

SIRRFSA001A	Apply food safety practices	C
SIRXMER001A	Merchandise food products	E
SIRRMER004A	Prepare & display bakery items	E
SIRRRPK004A	Advise on bakery products	E
SIRRFSA002A	Monitor food safety program	E
BSBFRA301A	Work within a franchise	E

**SIR30207 Retail Certificate III V1.3 Kit**

**Contents**

BSBCMN302A	Organise personal work priorities	E
SIRXQUA001A	Develop innovative ideas at work	E
SIRXMPR001A	Profile a retail market	E
SIRXCCS003A	Coordinate interaction with customers	C
SIRXMPR008A	Implement advertising & promotion activities	E
SIRRRPK014A	Recommend specialized products & services	E
SIRXMER002A	Coordinate merchandise presentation	E
SIRXSL003A	Coordinate sales performance	E
BSBFRA301A	Work within a franchise	E
SIRXOHS002A	Maintain store safety	C
SIRXRSK002A	Maintain store security	C

plus Glossary of Retail Terms \*

11 units supplied (10 required)

**SIR40207 Retail Certificate IV Kit**

**Content**

SIRXMGT003A	Lead and manage people	C
SIRXMER004A	Manage merchandise and store presentation	C
SIRXOHS003A	Provide a safe working environment	C
BSBMKG413A	Promote products & services	E
SIRXINV004A	Buy merchandise	E
SIRXINV007A	Plan inventory levels	E
SIRXFIN004A	Manage financial resources	E
BSBSBM404B	Undertake business planning	E
SIRXSLS005A	Manage sales and service delivery	E
SIRXCCM002A	Manage store facilities	E

plus Glossary of Retail Terms \*  
10 units (10 required)

### **SIR50107 Diploma of Retail Management**

BSBMGT401A Show leadership in the workplace  
BSBWOR401A Establish effective workplace relationships  
BSBADM502B Manage meetings  
SIRXGLC002A Legal and legislative compliance  
SIRXMGT005A Set strategic plans  
SIRXPRO007A Improve supply and distribution chains  
SIRXINV006A Develop purchasing strategies  
SIRXFIN006A Manage prices  
SIRXINV005A Control inventory  
SIRXFIN005A Manage operations to budget  
plus Glossary of Retail Terms

10 units (9 required) \* as above

# Price List

May 2011

All prices include GST. Trainer Guides at listed prices, but for no charge if class orders for 6 trainees or more.

Note that the most kits consist of the two books for each Certificate – if you order the two books and the kit you will double up.

## 1 BSB07 Certificates in Business

BSB 20107 Certificate II in Business		BSB 30107 Certificate III in Business	
SNB2-1 Cert II Business Notes	\$34	SNB3-1 Cert III Business Notes	\$30
SNB2-2 Cert II Business Activities	\$38	SNB3-2 Cert III Business Activities	\$35
SNB2-3K Cert II Business 2 pce Kit	\$72	SNB3-3K Cert III Business 2 pce Kit	\$65
SNB2TG Cert II Business Trainer Guide	\$25	SNB3TG Cert III Business Trainer Guide	\$25
BSB 40607 Certificate III in Business Sales			
SNB4S-1 Cert IV Business Sales Bk 1 Notes	\$35	SNB4S-3K Cert IV Business Sales 2 pce Kit	\$70
SNB4S-2 Cert IV Business Sales BK 2 Activities	\$35	SNB4-TGS Cert IV Business Sales Trainer Guide	\$25

## 2. SIR07 Certificates in Community Pharmacy

SIR20107 Community Pharmacy Certificate II Kit			
SNCP2-1 Notes Bk1	\$45	SNCP2-3K Comm. Pharmacy II 2 pce Kit	\$95
SNCP2-2 Activities Bk2	\$50	SNCP2TG Cert II CP Trainer Guide	\$30
SNCP2SK Pharmacy Starter 1 pce Kit	\$40	SNCP2TG Pharmacy Starter Trainer Guide	\$16

## 3. SIR07 Certificates in Retail

SIR20207 Certificate II in Retail		SIR30207 Retail Certificate III	
SNR2--1 Cert II Retail Bk 1 Notes	\$40	SNR3-1 Retail Cert III Bk 1 Notes	\$35
SNR2- 2 Cert II Retail Bk 2 Activities	\$45	SNR3-2 Retail Cert III Bk 2 Activities	\$40
SNR2- 3K Cert II Retail 2 Book Kit	\$85	SNR3-3K Retail Cert III 2 Bk Kit	\$75
SNR2TG Cert II Retail Trainer Guide	\$30	5R3TG Retail III Trainer Guide	\$25
SIR40207 Retail Certificate IV		SIR50107 Diploma of Retail Mgt	
SNR4-1 Retail Cert IV Bk 1 Notes	\$35	SND-1 Retail Diploma Bk 1 Notes	\$35
SNR4-2 Retail Cert IV Bk 2 Activities	\$40	SND-2 Retail Diploma Bk 2 Notes	\$40
SNR4-3 Retail Cert IV 2 Bk Kit	\$75	SND- 3 Retail Diploma 2 Bk Kit	\$75
SNR4TG Retail IV Trainer Guide	\$25	SNDTG Retail Diploma Trainer Guide	\$25

## Order forms

### How to order skills NOW

#### Trading terms

Stock dispatched within 5 working days of receipt – advise if more urgent  
Service fee covers freight within Australia - up to 3 kits \$11, additional kits \$4 each.  
Payment terms 15 days from date of invoice or by PayPal  
All prices include GST

#### Using PayPal

PayPal enables you to order and pay for skills NOW product by Visa, Mastercard, American Express or bank debit card. The process is that on processing of the order, PayPal sends the details next to skills NOW and we send the stock to the customer.

PayPal is fine for small orders such as one or two books or samples (order by kit of two books where possible). For larger orders, place these directly on skills NOW rather than PayPal as this will probably save shipping costs as PayPal applies a separate shipping fee for each individual product and not on the total quantity ordered.

#### Orders to skills NOW

You can order by:

Fax 03 5254 3129 – Order form enclosed

e mail : <mailto:peter@skillsnow.com.au> or <mailto:lesley@skillsnow.com.au>

Telephone Peter:	03 5254 3129	Lesley
	0412 944 908	0487 160 140 (On leave during August)

**Your details**

Business Name:	Order no:
	Deliver by:
Deliver to:	Contact details:

Fax to 03 5254 3129

or send to

[peter@skillsnow.com.au](mailto:peter@skillsnow.com.au)

All prices include GST. All Trainer Guides at list price but for no charge if class orders for 6 trainees or more.

**1 Business**

**2 Community pharmacy**

**BSB 20107 Certificate II in Business**

**SIR20107 Community Pharmacy Certificate II Kit**

UNIT - KIT	PRICE INC GST	ORDER UNITS	UNIT - KIT	PRICE INC GST	ORDER UNITS
SNB2-1 Cert II Business Notes Bk 1	\$34		SNCP2-1 Notes Bk1	\$45	
SNB2-2 Cert II Business Activities Bk 2	\$38		SNCP2-2 Activities Bk2	\$50	
SNB2-3K Cert II Business 2 Book Kit	\$72		SNCP2-3K Comm. Pharm.2 Pce Kit	\$95	
SNB2TG Cert II Business Trainer Guide	\$25		SNCP2TG CPI II Trainer Guide	\$25	

**BSB 30107 Certificate III in Business**

**SIR20107 Community Pharmacy II Starter Kit**

SNB3-1 Cert III Business Notes Bk 1	\$30		SNCP2SK Pharmacy Starter Kit	\$40	
SNB3-2 Cert III Business Activities Bk 2	\$35		SNCP2TG Pharm Starter Guide	\$16	
SNB3-3K Cert III Business 2 pce Kit	\$65				
SNB3TG Cert III Business Trainer Guide	\$30				

**BSB 40607 Certificate IV Business Sales**

SNB4S-1 Cert IV Business Notes Bk 1	\$35				
SNB4S-2 Cert IV Business Bk 2	\$35				
SNB4S-3K Cert IV Business 2 pce Kit	\$70				
SNB4STG Cert IV Business Trainer Guide	\$25				

skills **NOW**

**ORDER FORM**

August 2011

**Your details**

Business Name:	Order no:
	Deliver by:
Deliver to:	Contact details:

Fax to 03 5254 3129

or send to

[peter@skillsnow.com.au](mailto:peter@skillsnow.com.au)

**3. Retail**

**SIR20207 Certificate II in Retail**

UNIT - KIT	PRICE INC GST	ORDER UNITS
SNR2--1 Cert II Retail Bk 1 Notes	\$40	
SNR2- 2 Cert II Retail Bk 2 Activities	\$45	
SNR2- 3K Cert II Retail 2 Book Kit	\$85	
SNR2TG Cert II Retail Trainer Guide	\$30	

**SIR30207 Certificate III in Retail**

SNR3-1 Retail Cert III Bk 1 Notes	\$35	
SNR3-2 Retail Cert III Bk 2 Activities	\$40	
SNR3-3K Retail Cert III 2 Bk Kit	\$75	
5R3TG Retail III Trainer Guide	\$30	

**SIR40207 Retail Certificate IV**

SNR4-1 Retail Cert IV Bk 1 Notes	\$35	
SNR4-2 Retail Cert IV Bk 2 Activities	\$40	
SNR4-3 Retail Cert IV 2 Bk Kit	\$75	
SNR4TG Retail IV Trainer Guide	\$30	

**SIR50107 Diploma of Retail Management**

SND-1 Retail Diploma Bk 1 Notes	\$35	
SND-2 Retail Diploma Bk 2 Notes	\$40	
SND- 3 Retail Diploma 2 Bk Kit	\$75	
SNDTG Retail Diploma Trainer Guide	\$25	