

skills NOW - February 2011

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BSB20107 Certificate II in Business SIR20207 Certificate II in Retail
 SIR20107 Certificate II in Community Pharmacy

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All prices include GST. All Trainer Guides \$25 each but for no charge if class orders for 6 trainees or more.

BSB 20107 Certificate II in Business

UNIT - KIT	PRICE INC GST	ORDER UNITS
SNB2- 11 Cert II Business 2 Book Kit	\$72	
SNB2-11 -1 Cert II Business Notes	\$34	
SNB2- 11-2 Cert II Business Activities	\$38	
SNB2TG Cert II Business Trainer Guide	\$25	

SIR20207 Certificate II in Retail

UNIT - KIT	PRICE INC GST	ORDER UNITS
SNR2- 11 Cert II Retail 2 Book Kit	\$78	
SNR2-11 -1 Cert II Retail Notes	\$38	
SNR2- 11-2 Cert II Retail Activities	\$40	
SNR2TG Cert II Retail Trainer Guide	\$25	

SIR20207 Certificate II in Community Pharmacy

SNCP2- 11 Cert II Pharm 2 Book Kit	\$80	
SNCP2-11 -1 Cert II Pharm Notes Bk 1	\$40	
SNCP2- 11-2 Cert II Pharm Bk 2	\$40	
SNCP2TG Cert II Pharm Trainer Guide	\$25	

Signed:

Date:

skills NOW - February 2011

1 BSB07 Certificates in Business

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
SNB202	Success in business	*

13 units supplied, 12 units required

Supplementary units – not BSB07 - Business fundamentals, Success in business

Format

Learn & do format

Both core and elective units in two books:

Book 1: Notes & Ideas covers Steps 1 & 2

Book 2: Activities & Assessments Steps 3 & 4

Prices

SNB201	Book 1: Business II Notes	\$34 inc GST
SNB202	Book 2: Business II Activities	\$38 inc GST
SNB203	Business II 2 pce Kit	\$72 inc GST

Order as kits or individual titles

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
	Glossary of Business & Management Terms	

12 units supplied, 12 units required

Format

SN 5 Step format

Both core and elective units in two books:

Book 1: Notes & Ideas covers Steps 1 & 2

Book 2: Tasks, Activities & Assessments Steps 3 to 5

Prices

SNB301	Book 1: Business III Notes	\$30 inc GST
SNB302	Book 2: Business III Activities	\$35 inc GST
SNB303	Business III 2 Book Kit	\$65 inc GST

Order as kits or individual titles

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.

Problem solvers for each unit of competency enclosed.

Format

SN 5 Step format

Both core and elective units in two books:

Book 1: Notes & Ideas covers Steps 1 & 2

Book 2: Activities & Assessments Steps 3 & 4

Prices

SNB401S	Book 1: Business IV Sales Notes	\$35 inc GST
SNB402S	Book 2: Business IV Sales Activities	\$35 inc GST
SNB403S	Business IV 2 Book Kit	\$70 inc GST

Order as kits or individual titles

2. SIR07 Certificates in Community Pharmacy

SIR20107 Community Pharmacy Certificate II

Contents

This Certificate is in two parts – retail units and pharmacy units.

Retail units

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
SIRXSLS001A	Minimise theft	C
	Success in pharmacy	*

*Supplementary units – not SIR07 - Introduction to pharmacy, Success in pharmacy

Pharmacy units

SIRPDIS001A	Accept prescriptions & deliver medicine	C
SIRPPKS001A	Support sale of pharmacy medicines	C
SIRPPKS002A	Identify, locate & sell allergy relief	C
SIRPPKS003A	Identify, locate & sell analgesics	C
SIRPPKS005A	Identify, locate & sell cough & cold	C
SIRPPKS006A	Identify, locate & sell eye, ear & oral	C
SIRPPKS007A	Identify, locate & sell gastro intestinal	C
SIRPPKS008A	Identify, locate & sell first aid & wound care	C
SIRPPKS009A	Identify, locate & sell skin & fungal	C
SIRPPKS004A	Identify, locate & sell baby & infant	E

19 core and 3 elective units required and supplied.

Format

SN 5 Step format

Retail core and elective units in two books:

Book 1: Notes & Ideas covers Steps 1 & 2

Book 2: Activities & Assessments Steps 3 & 4

Pharmacy core and electives in a separate book which covers Steps 1 to 5

Prices

SNCP2 11	Cert II Pharmacy 2 Book kit	\$80 inc GST
SNCP2 11-	1 Cert II Pharm Book 1	\$40 inc GST
SNCP2 11-	1 Cert II Pharm Book 2	\$40 inc GST

3 SIR07 Certificates in Retail

SIR20207 Certificate II in Retail

All material is in the SN 5 Step format , but is available in two options. Apart from differences in unit selected, the material is identical.

Option A – Core & electives

This consists of one book for core units. Trainer selects electives book from General Retail, Fast Food and Bakery.

5S201 Retail Certificate II - Core units

Code	Unit	C/E
SN01	Retail fundamentals	*
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
SIRXICT001A	Operate retail technology	C
SIRXCCS001A	Apply point of sale handling procedures	C
SIRXINV001A	Perform stock control procedures	C
SIRXRSK001A	Minimise theft	C
SN02	What makes a successful retailer?	*

*Supplementary units to provide practical retail context.

5SE202 Retail Certificate II - Elective units - General retail

SIRXSLS001A	Sell products and services	E
SIRXSLS002A	Advise on products & services	E
BSBSLS301A	Develop product knowledge	E
SIRXMER001A	Merchandise products	E
SIRXINV002A	Maintain and order stock	E
SIRXFIN001A	Balance a point of sale terminal	E

5SE203 Retail Certificate II - Elective units - Fast food

SIRRFSA001A	Apply food safety practices	E
SIRXMER001A	Merchandise food products	E
SIRRMER003A	Prepare & display fast food items	E
SIRRRPK013A	Advise on fast foods products	E
SIRXFIN001A	Balance point of sale terminal	E
SIRRFSA002A	Monitor food safety program	E
BSBFRA301A	Work within a franchise	E

5SE204 Retail Certificate II - Elective units - Bakery

SIRRFSA001A	Apply food safety practices	E
SIRXMER001A	Merchandise food products	E
SIRRMER004A	Prepare & display bakery items	E
SIRRRPK004A	Advise on bakery products	E
SIRXFIN001A	Balance point of sale terminal	E
SIRRFSA002A	Monitor food safety program	E
BSBFRA301A	Work within a franchise	E

Option B – General Retail – Notebook & Workbook

SNR2-11 this consists of the core units and elective general retail units combined. They are still in two books but instead of separate books for core and electives, these are in:

Book 1: Notes & Ideas covers Steps 1 & 2

Book 2: Activities & Assessments covers Steps 3 to 5

Choice depends on trainer preference – do you prefer activities and assessment in a separate book? Content and pricing is identical.

Prices

5SC201	Retail Cert II Core	\$45 inc GST
5SE202	Retail Cert II Elect – General	\$35 inc GST
5SE203	Retail Cert II Elect - Fast food	\$30 inc GST
5SE204	Retail Cert II Elect - Bakery	\$30 inc GST
5R2TG	Retail II Trainer Guide*	\$30 inc GST

* No charge if accompanied by class order

Kits

KR2CEG	Retail Cert II Core & General	\$80 inc GST
KR2CFF	Retail Cert II Core & Fast Food	\$75 inc GST
KR2CB	Retail Cert II Core & Bakery	\$75 inc GST
5SEC5B	Retail II C & E Format B	\$80 inc GST
SNR2-11	Retail Cert II Learn & do format	\$78 inc GST

SIR30207 Retail Certificate III

5SC301 SIR30207 Retail Certificate III - Core units

Code	Unit	C/E
SIRXSLS004A	Build relationships with customers	C
SIRXCCS003A	Coordinate interaction with customers	C
SIRXOHS002A	Maintain store safety	C
SIRXRSK002A	Maintain store security	C
	Glossary of Retail Terms	*

4 units supplied plus Glossary (3 required). If both customer units are completed, the second unit counts as an elective.

5SE302 SIR30207 Retail Certificate III - Elective units

SIRXMPR001A	Profile a retail market	E
SIRXMPR008A	Implement advertising & promotion activities	E
SIRXMER005A	Create a display	E
SIRXMER002A	Coordinate merchandise presentation	E
SIRXSL003A	Coordinate sales performance	E
BSBCMN302A	Organise personal work priorities	E
BSBCMN304A	Contribute to personal skill development	E
SIRXMGT001A	Coordinate work teams	E
SIRXQUA001A	Develop innovative ideas at work	E

9 units supplied (7 required)

Format

SN 5 Steps - Two books – one for core, the other for electives

Pricing

5SC301	Retail Cert III Core	\$35 inc GST
5SE302	Retail Cert III Elective	\$35 inc. GST
K5SCE301	Retail Cert III C & E kit	\$70 inc. GST
5R3TG	Retail II Trainer Guide*	\$30 inc GST

* No charge if accompanied by class order

SIR40207 Retail Certificate IV

KR4CE SIR40207 Retail Certificate IV - Core & electives

Code	Unit	C/E
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
	Glossary of Retail Terms	

10 units (10 required)

Format

SN 5 Steps

Book 1: Notes & Ideas covers Steps 1 & 2

Book 2: Activities & Assessments covers Steps 3 & 4

Pricing

5SC401	Retail Cert IV Notes	\$30 inc GST
5SE402	Retail Cert IV Activities	\$40 inc. GST
K5SCE401	Retail Cert IV C & E kit	\$70 inc. GST

skills NOW - Price List

September 2010

All prices include GST. All Trainer Guides \$30 each but for no charge if class orders for 6 trainees or more.

Note that the 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		
SNB201	Cert II Business Notes	\$34	SNB301	Cert III Business Notes	\$30
SNB202	Cert II Business Activities	\$38	SNB302	Cert III Business Activities	\$35
SNB203	Cert II Business 2 pce Kit	\$72	SNB303	Cert III Business 2 pce Kit	\$65
SNB2TG	Cert II Business Trainer Guide	\$25	SNB3TG	Cert III Business Trainer Guide	\$30
SNB401S	Cert II Business Notes	\$35			
SNB402S	Cert II Business Activities	\$35			
SNB403S	Cert II Business 2 pce Kit	\$70			
SNB4TGS	Cert II Business Trainer Guide	\$30			

2. SIR07 Certificates in Community Pharmacy

SIR20107 Community Pharmacy Certificate II					
CP201	CP II Retail notes & activities	\$45	CP204	CP II 2 Book kit	\$75
CP203	CP II Pharmacy notes & activities	\$30	SNCP2TG	Cert II CP Trainer Guide	\$20

3 SIR07 Certificates in Retail

SIR20207 Certificate II in Retail			SIR30207 Retail Certificate III		
5SC201	Retail Cert II Core	\$40	5SC301	Retail Cert III Core	\$35
5SE202	Retail Cert II Elect – General	\$35	5SE302	Retail Cert III Elective	\$35
5SE203	Retail Cert II Elect - Fast food	\$30	K5SCE301	Retail Cert III C & E kit	\$70
5SE204	Retail Cert II Elect - Bakery	\$30	5R3TG	Retail III Trainer Guide	\$30
5R2TG	Retail II Trainer Guide	\$30	SIR40207 Retail Certificate IV		
KR2CEG	Retail Cert II Core & General	\$75	5SC401	Retail Cert IV Notes	\$30
KR2CFF	Retail Cert II Core & Fast Food	\$70	5SE402	Retail Cert IV Activities	\$40
KR2CB	Retail Cert II Core & Bakery	\$70	K5SCE403	Retail Cert IV C & E kit	\$70
5SEC5B	Retail II C & E Format B	\$75	5R4TG	Retail IV Trainer Guide	\$30

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All prices include GST

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Orders to skills NOW

You can order by:

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e mail : peter@skillsnow.com.au or lesley@skillsnow.com.au

Telephone Peter:	03 5254 3129	Lesley
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SNB2-11-2 Cert II Business Activities	\$38	
SNB2-11 Cert II Business 2 Book Kit	\$72	
SNB2TG Cert II Business Trainer Guide	\$25	

BSB 30107 Certificate III in Business

SNB301 Cert III Business Notes	\$30	
SNB302 Cert III Business Activities	\$35	
SNB303 Cert III Business 2 pce Kit	\$65	
SNB2TG Cert III Business Trainer Guide	\$30	
BSB 30107 Certificate III in Business		
SNB401S Cert II Business Notes	\$35	
SNB402S Cert II Business Activities	\$35	
SNB403S Cert II Business 2 pce Kit	\$70	
SNB4TGS Cert II Business Trainer Guide	\$30	

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2. SIR07 Certificates in Community Pharmacy

SIR20107 Community Pharmacy Certificate II

CP201 CP II Retail notes & activities	\$45	
CP203 CP II Pharmacy notes & activities	\$30	
CP204 CP II 2 Book kit	\$75	
SNCP2TG Cert II CP Trainer Guide	\$20	

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5SE202 Retail Cert II Elect – General	\$35	
5SE203 Retail Cert II Elect - Fast food	\$30	
5SE204 Retail Cert II Elect - Bakery	\$30	
5R2TG Retail II Trainer Guide	\$30	
KR2CEG Retail Cert II Core & General	\$75	
KR2CFF Retail Cert II Core & Fast Food	\$70	
KR2CB Retail Cert II Core & Bakery	\$70	
5SEC5B Retail II C & E Format B	\$75	

For SIR20207 Certificate II in Retail in Learn & do format, go to page 1 for order form.

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All prices include GST. All Trainer Guides \$30 each but for no charge if class orders for 6 trainees or more.

SIR30207 Retail Certificate III

UNIT - KIT	PRICE INC GST	ORDER UNITS
5SC301 Retail Cert III Core	\$35	
5SE302 Retail Cert III Elective	\$35	
K5SCE301 Retail Cert III C & E kit	\$70	
5R3TG Retail II Trainer Guide	\$30	

SIR40207 Retail Certificate IV

5SC401 Retail Cert IV Notes	\$30	
5SE402 Retail Cert IV Activities	\$40	
K5SCE403 Retail Cert IV C & E kit	\$70	
5R4TG Retail IV Trainer Guide	\$30	