

skills NOW - March 2011

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BSB20107 Certificate II in Business SIR20207 Certificate II in Retail V1.3
 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 | \$82 | |
| SNR2-11 -1 Cert II Retail Notes | \$40 | |
| SNR2- 11-2 Cert II Retail Activities | \$42 | |
| SNR2TG Cert II Retail Trainer Guide | \$25 | |

SIR20207 Certificate II in Community Pharmacy

| | | |
|---|------|--|
| SNCP2- 11 Cert II Pharm 2 Book Kit | \$82 | |
| SNCP2-11 -1 Cert II Pharm Notes Bk 1 | \$40 | |
| SNCP2- 11-2 Cert II Pharm Bk 2 | \$42 | |
| SNCP2TG Cert II Pharm Trainer Guide | \$25 | |

Signed:

Date:

skills NOW

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.

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 |

*Supplementary unit – not SIR07 - Introduction to 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 | \$82 inc GST |
| SNCP2 11- 1 Cert II Pharm Book 1 | \$40 inc GST |
| SNCP2 11- 1 Cert II Pharm Book 2 | \$42 inc GST |

3 SIR07 Certificates in Retail

SIR20207 Certificate II in Retail V1.3

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* | \$25 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* | \$25 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

March 2011

All prices include GST. All Trainer Guides \$25 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 \$25 |
| 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 | \$25 | |

2. SIR07 Certificates in Community Pharmacy

| SIR20107 Community Pharmacy Certificate II | | | |
|--|------------------------------|------|---------------------------------------|
| SNCP -11-1 | Notes & ideas Bk1 | \$40 | SNCP2-11 CP II 2 Book kit \$82 |
| SNCP-11-2 | Activities & assessments Bk2 | \$42 | SNCP2TG Cert II CP Trainer Guide \$25 |

3 SIR07 Certificates in Retail

| SIR20207 Certificate II in Retail | | SIR30207 Retail Certificate III | |
|---|------------------------------|---------------------------------|---|
| SNR2- 11 | Cert II Retail 2 Book Kit | \$82 | 5SC301 Retail Cert III Core \$35 |
| SNR2-11 -1 | Cert II Retail Notes | \$40 | 5SE302 Retail Cert III Elective \$35 |
| SNR2- 11-2 | Cert II Retail Activities | \$42 | K5SCE301 Retail Cert III C & E kit \$70 |
| SNR2TG | Cert II Retail Trainer Guide | \$25 | 5R3TG Retail III Trainer Guide \$25 |
| Food, fast food and bakery units available but not yet in new format – contact us for update. | | 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 \$25 |

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Trading terms

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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 |

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1 BSB07 Certificates in Business

BSB 20107 Certificate II in Business

| UNIT - KIT | PRICE INC GST | ORDER UNITS |
|---------------------------------------|------------------|----------------|
| SNB2-11-1 Cert II Business Notes | \$34 | |
| 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 | \$25 | |

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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.

2. SIR07 Certificates in Community Pharmacy

SIR20107 Community Pharmacy Certificate II

| | | |
|--|------|--|
| SNCP2-11 CP II 2 Book kit | \$82 | |
| SNCP -11-1 Notes & ideas Bk1 | \$40 | |
| SNCP-11-2 Activities & assessments Bk2 | \$42 | |
| SNCP2TG Cert II CP Trainer Guide | \$25 | |

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

3 SIR07 Certificates in Retail

SIR20207 Certificate II in Retail

| UNIT - KIT | PRICE INC GST | ORDER UNITS |
|--------------------------------------|------------------|----------------|
| SNR2- 11 Cert II Retail 2 Book Kit | \$82 | |
| SNR2-11 -1 Cert II Retail Notes | \$40 | |
| SNR2- 11-2 Cert II Retail Activities | \$42 | |
| SNR2TG Cert II Retail Trainer Guide | \$25 | |

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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.

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 | \$25 | |

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 | \$25 | |