



catalogue

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PRECISION GROUP (AUSTRALIA) PTY LTD
www.precisiongroup.com.au

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ABOUT PRECISION GROUP

Our Vision

Empowering individuals to realise their unlimited potential.

Our Mission

Providing excellence through training and product to enable achievement of personal and organisational goals.

Our Company Profile

Precision Group is recognised as:

A leading supplier of communication and business training and material; and

A provider of pre-audit, staff development, assessing and system development services to national training sectors.

The company:

Places critical importance on the quality of training, training materials, systems function and compliance.

Our business is therefore unique and able to:

Offer to our clients product, services and consultants who have significant industry knowledge and interest in your business sector; and

Provide increased value and advantage in the successful training of candidates and staff to enhance their personal development and capability.

Our philosophy is to:

Develop trusting relationships with our clients;

Understand your business; and

Identify your 'needs' to grow your business.

Our Commitment

Precision Group (Australia) Pty Ltd will produce results for your organisation. Our superior quality will enhance yours.

Contacts

Precision Group (Australia) Pty Ltd
9 Koppen Tce, Cairns, QLD, 4870
PO Box 12234D, Earlville BC, QLD 4870
ABN: 44 852 647 289

T: **07 4054 2201**

F: **07 4054 6256**

E: info@precisiongroup.com.au

www.precisiongroup.com.au

TERMS & CONDITIONS

Ordering

Your resources can be ordered by phone, fax, mail or e-mail (Online ordering will be available soon). An invoice will be generated and faxed or e-mailed to you as confirmation of your order. Once this has been paid your order will be dispatched.

Prices

Prices detailed in our catalogue, order form and web site are recommended retail prices only and are subject to change without notice.

GST

All product prices and freight are GST inclusive.

Discounts

Discounts may apply to large orders. For more information please call our office on **07 4054 2201**.

Method of payment

Payment can be made by either a cheque, electronic funds transfer or credit card.

Accounts

A monthly account may be established, which can be arranged by calling our office for the account application. All accounts are payable within 30 days of the date of purchase. Any account falling outside the trading terms, may be charged an additional 2% of the outstanding balance per month. Precision Group (Australia) Pty Ltd reserves the right to recover any additional costs incurred in relation to collection of any overdue debt.

Freight

There are two freight options Australia Post and Australian Air Express:

AUSTRALIA POST (WITHIN AUSTRALIA)

NO. OF ITEMS	CHARGE
1-4	\$10
5-9	\$20
10-29	\$30
30-49	\$40
50+	\$60

AUSTRALIA AIR EXPRESS (WITHIN AUSTRALIA)

NO. OF ITEMS	CHARGE
1-4	\$20
5-9	\$30
10-29	\$40
30-49	\$55
50+	*

* Please contact our office on 07 4054 2201 as the cost will be determined on the size of the order.

TERMS & CONDITIONS

International Customers

International customer orders will be sent by Australia Post registered mail. The postage and handling cost will be on individual basis and determined by size, weight and destination of the parcel. If you would like your goods delivered by express post or courier, you will need to contact us by phone, fax or email to make the appropriate arrangements.

Orders will not be dispatched until payment has been received (Account customers excluded).

Delivery

Please allow 10 working days from the date of invoice for delivery within Australia. The Australian Air Express service is overnight to capital cities and most regional areas (Some country areas may take two days). International orders allow 14 working days from the date of invoice for delivery.

Damaged Goods

Goods damaged in transit to customers will be replaced in full.

Returns and Refunds

All returns will be approved or rejected at the discretion of Precision Group (Australia) Pty Ltd. Consistent with the Trades Practices Act 1974, Precision Group (Australia) Pty Ltd is not automatically responsible for accepting returns where there is a customer error or the customer simply changes their mind. As we are a print on demand operation it is important that you choose your materials carefully. Goods returned without prior approval will not be credited. Goods must be returned in resaleable condition. Approved returns will receive a credit and will be processed for the invoiced value of the stock returned, less a \$20 charge for administration or 25% of the invoiced value of the books returned, whichever is greater and will not be refunded the initial freight charge of delivering the materials to you. Customers will not be credited for goods damaged in transit and customised resources will not be approved for return.

Copyright

Precision Group (Australia) Pty Ltd owns all copyright on its products as detailed in the Copyright Act 1968.

Licensing

Precision Group (Australia) Pty Ltd offer licensing for our Candidate Resource which is handled by the Aesharenet and can be ordered by going to their website www.aesharenet.com.au or if you require further assistance please call our office on 07 4054 2201

Customised Resources

Precision Group (Australia) Pty Ltd offers customistaion of all resources. We can include your logo or combine units to create individual books. There is so much variation so please do not hesitate to give our office a call to discuss your ideas.

OUR PRODUCT

Candidate Packs

What's inside:

- The Candidate Resource
- The Candidate Assessment Pack

For the Learner, the Candidate Resource is an invaluable asset. In either full-colour or black-and-white, the training material is a reflection of the Facilitator Manual and is a comprehensive resource for completion of the assessment. It is written in structured learning segments, and divided into sections which relate to the learning elements for the unit. Each contains the information, activities, exploration points and opportunities for feedback through discussion of the activities. Also, quiz questions and key points summaries at the end of each element reinforce learning. The Candidate Resource is formatted element-by-element making it easy for Candidates to find the information needed for the assessment tasks and during review for application.

The Candidate Assessment Pack is included with the Candidate Resource. All assessments have attained the National Quality Tick and are mapped against the elements and performance criteria. This ensures that if the assessment is marked according to the assessment schedule, the Learners result will meet the required standards.

Facilitator Packs

What's inside:

- The Facilitator Manual
- The Facilitator PowerPoint Presentation CD
- The Facilitator Assessment Pack
- The Facilitator Assessment Answer Schedule
- The Facilitator Marking Schedule
- Facilitator Handouts

Our training product assists you in achieving the goals of your trainees. Each unit of competency is thoroughly researched and written in an easily understood format to support both the Learner and Trainer. The Facilitator Manual is a full-colour document encompassing all of the information necessary to provide a 'big picture' and fine detail for the Trainer – complete enough to enable the Trainer to be fully informed, confidently teach and discuss the topics.

The Facilitator Manual is divided into training material with quiz questions, answers and key points summaries at the end of each element.

An assessment pack is also provided for each unit which includes an assessment schedule containing acceptable answers.

Also included is a marking schedule which aids consistent marking and recording across each group. All parts of the Trainer requirements are bound in one easy to reference document.

A CD containing a PowerPoint Presentation, which aligns with the Facilitator Manual offers headings and discussion points is also available to support the Trainer.

Quality Tick

All Precision Group Training Package Support Materials have been granted the 'NQC Noted Tick' indicating that they are noted by the National Quality Council (NQC) as meeting the quality criteria for Training Package Support Materials. They have successfully undergone a Quality Assurance (QA) process. The purpose of QA is to ensure that all resources produced fully support their nominated training packages. Products that meet the quality assurance requirements are 'noted' by the National Training Quality Council (NTQC). These units are listed on the National Training Information Service (NTIS) web site www.ntis.gov.au.



BSB 07

CANDIDATE PACKS

PRODUCT CODE	UNIT CODE	TITLE	UNIT COST	UNIT COST	UNIT COST
			COLOUR	COLOUR	BLK & WHITE
			ORDERING 1-9	ORDERING 10 OR MORE COPIES PER UNIT	
10107C	BSB10107 Certificate I in Business	Certificate I in Business Pack - Includes 1 core unit and 5 elective units of your choice = 6 units	164	102	56
20107C	BSB20107 Certificate II in Business	Certificate II in Business Pack - Includes 1 core unit and 11 elective units of your choice = 12 units	408	235	133
30107C	BSB30107 Certificate III in Business	Certificate III in Business Pack - Includes 1 core unit and 11 elective units of your choice = 12 units	490	266	153
31207C	BSB31207 Certificate III in Frontline Management	Certificate III in Frontline Management Pack - Includes 4 core units and 2 elective units of your choice = 6 units	245	133	77
40207C	BSB40207 Certificate IV in Business	Certificate IV in Business - Includes 1 core units and 9 elective units of your choice = 10 units	442	247	145
40807C	BSB40807 Certificate IV in Frontline Management	Certificate IV in Frontline Management Pack - Includes 4 core units and 6 elective units of your choice = 10 units	442	247	145
50207C	BSB50207 Diploma of Business	Diploma of Business - Includes 8 units	395	211	130
51107C	BSB51107 Diploma of Management	Diploma of Management Pack - Includes 5 core units and 3 elective units of your choice = 8 units	395	211	130
60207C	BSB60207 Advanced Diploma of Business	Advanced Diploma of Business - Includes 8 units	436	232	150
60407C	BSB60407 Advanced Diploma of Management	Advanced Diploma of Management Pack - Includes 3 core units and 5 elective units of your choice = 8 units	436	232	150
ADM101AC	BSBADM101A	Use business equipment and resources	32	20	11
ADM405BC	BSBADM405B	Organise meetings	52	29	17
ADM409AC	BSBADM409A	Coordinate business resources	52	29	17
ADM502BC	BSBADM502B	Manage meetings	58	31	19
ADM503BC	BSBADM503B	Plan and manage conferences	58	31	19
ADM504BC	BSBADM504B	Plan and review administration systems	58	31	19
ADM506BC	BSBADM506B	Manage business document design and development	58	31	19
ADV507BC	BSBADV507B	Develop a media plan	58	31	19
ADV509AC	BSBADV509A	Create mass print media advertisements	58	31	19
ADV512AC	BSBADV512A	Develop an advertising strategy and brief	58	31	19

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CANDIDATE PACKS

PRODUCT CODE	UNIT CODE	TITLE	UNIT COST	UNIT COST	UNIT COST
			COLOUR	COLOUR	BLK & WHITE
			ORDERING 1-9	ORDERING 10 OR MORE COPIES PER UNIT	
ADV602BC	BSBADV602B	Develop an advertising campaign	64	34	22
ADV603BC	BSBADV603B	Manage advertising production	64	34	22
CMM101AC	BSBCMM101A	Apply basic communication skills	32	20	11
CMM201AC	BSBCMM201A	Communication in the workplace	40	23	13
CMM301AC	BSBCMM301A	Process customer complaints	48	26	15
CMN311BC	BSBCMN311B	Maintain workplace safety	48	26	15
CRT501AC	BSBCRT501A	Originate and develop concepts	58	31	19
CRT601AC	BSBCRT601A	Research and apply concepts and theories of creativity	64	34	22
CUS201AC	BSBCUS201A	Deliver a service to customers	40	23	13
CUS301AC	BSBCUS301A	Deliver and monitor a service to customers	48	26	15
CUS401AC	BSBCUS401A	Coordinate implementation of customer service strategies	52	29	17
CUS402AC	BSBCUS402A	Address customers needs	52	29	17
CUS403AC	BSBCUS403A	Implement customer service standards	52	29	17
CUS501AC	BSBCUS501A	Manage quality customer service	58	31	19
DIV301AC	BSBDIV301A	Work effectively with diversity	48	26	15
DIV601AC	BSBDIV601A	Develop and implement diversity policy	64	34	22
FIA401AC	BSBFIA401A	Prepare Financial Reports	52	29	17
FIA402AC	BSBFIA402A	Report on Financial Activity	52	29	17
FIM501AC	BSBFIM501A	Manage budgets and financial plans	58	31	19
FIM601AC	BSBFIM601A	Manage finances	64	34	22
FLM303CC	BSBFLM303C	Contribute to effective workplace relationships	48	26	15
FLM305CC	BSBFLM305C	Support operational plan	48	26	15
FLM306CC	BSBFLM306C	Provide workplace information and resourcing plans	48	26	15
FLM309CC	BSBFLM309C	Support continuous improvement systems and processes	48	26	15
FLM311CC	BSBFLM311C	Support a workplace learning environment	48	26	15
FLM312BC	BSBFLM312B	Contribute to team effectiveness	48	26	15
HRM401AC	BSBHRM401A	Review human resources functions	52	29	17

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CANDIDATE PACKS

PRODUCT CODE	UNIT CODE	TITLE	UNIT COST	UNIT COST	UNIT COST
			COLOUR	COLOUR	BLK & WHITE
			ORDERING 1-9	ORDERING 10 OR MORE COPIES PER UNIT	
HRM402AC	BSBHRM402A	Recruit, select and induct staff	52	29	17
HRM403AC	BSBHRM403A	Support performance management process	52	29	17
HRM501AC	BSBHRM501A	Manage human resources services	58	31	19
HRM506AC	BSBHRM506A	Manage recruitment, selection and induction processes	58	31	19
HRM507AC	BSBHRM507A	Manage separation and termination	58	31	19
HRM602AC	BSBHRM602A	Manage human resources strategic planning	64	34	22
HRM604AC	BSBHRM604A	Manage employee relations	64	34	22
IND201AC	BSBIND201A	Work effectively in a business environment	40	23	13
INM201AC	BSBINM201A	Process and maintain workplace information	40	23	13
INM202AC	BSBINM202A	Handle mail	40	23	13
INM301AC	BSBINM301A	Organise workplace information	48	26	15
INM401AC	BSBINM401A	Implement workplace information system	52	29	17
INM501AC	BSBINM501A	Manage an information or knowledge management system	58	31	19
INM601AC	BSBINM601A	Manage knowledge and information	64	34	22
INN201AC	BSBINN201A	Contribute to workplace innovation	40	23	13
INN301AC	BSBINN301A	Promote innovation in a team environment	48	26	15
INN502AC	BSBINN502A	Build and sustain an innovation work environment	58	31	19
INN601AC	BSBINN601A	Manage organisational change	64	34	22
ITU101AC	BSBITU101A	Operate a personal computer	32	20	11
ITU102AC	BSBITU102A	Develop keyboard skills	32	20	11
ITU201AW 2007C	BSBITU201A	Produce simple word processed documents (Word 2007)	40	23	13
ITU202AE 2007C	BSBITU202A	Create and use spreadsheets (Excel 2007)	40	23	13
ITU203AC	BSBITU203A	Communicate electronically	40	23	13
ITU302AC	BSBITU302A	Create electronic presentations	48	26	15
ITU306AC	BSBITU306A	Design and produce business documents	48	26	15
ITU404AC	BSBITU404A	Produce complex desktop published documents	52	29	17

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CANDIDATE PACKS

PRODUCT CODE	UNIT CODE	TITLE	UNIT COST	UNIT COST	UNIT COST
			COLOUR	COLOUR	BLK & WHITE
			ORDERING 1-9	ORDERING 10 OR MORE COPIES PER UNIT	
LED101AC	BSBLED101A	Plan skills development	32	20	11
LED401AC	BSBLED401A	Develop teams and individuals	52	29	17
LED501AC	BSBLED501A	Develop a workplace learning environment	58	58	19
LED502AC	BSBLED502A	Manage programs that promote personal effectiveness	58	31	19
MGT401AC	BSBMGT401A	Show leadership in the workplace	52	29	17
MGT402AC	BSBMGT402A	Implement operational plan	52	29	17
MGT403AC	BSBMGT403A	Implement continuous improvement	52	29	17
MGT404AC	BSBMGT404A	Lead and facilitate off-site staff	52	29	17
MGT502BC	BSBMGT502B	Managing people performance	58	31	19
MGT515AC	BSBMGT515A	Manage operational plan	58	31	19
MGT516AC	BSBMGT516A	Facilitate continuous improvement	58	31	19
MGT605BC	BSBMGT605B	Provide leadership across the organisation	64	34	22
MGT608BC	BSBMGT608B	Manage innovation and continuous improvement	64	34	22
MGT616AC	BSBMGT616A	Develop and implement strategic plans	64	34	22
MGT617AC	BSBMGT617A	Develop and implement a business plan	64	34	22
MKG413AC	BSBMKG413A	Promote products and services	52	29	17
MKG414AC	BSBMKG414A	Undertake marketing activities	52	29	17
MKG507AC	BSBMKG507A	Interpret market trends and development	58	31	19
MKG514AC	BSBMKG514A	Implement and monitor marketing activities	58	31	19
MKG603BC	BSBMKG603B	Manage the marketing process	64	34	22
MKG609AC	BSBMKG609A	Develop a marketing plan	64	34	22
OHS201AC	BSBOHS201A	Participate in OHS processes	40	23	13
OHS407AC	BSBOHS407A	Monitor a safe workplace	52	29	17
OHS509AC	BSBOHS509A	Ensure a safe workplace	58	31	19
PMG510AC	BSBPMG510A	Manage projects	58	31	19
PRO301AC	BSBPRO301A	Recommend products and services	48	26	15
REL401AC	BSBREL401A	Establish networks	52	29	17

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CANDIDATE PACKS

PRODUCT CODE	UNIT CODE	TITLE	UNIT COST	UNIT COST	UNIT COST
			COLOUR	COLOUR	BLK & WHITE
			ORDERING 1-9	ORDERING 10 OR MORE COPIES PER UNIT	
RSK401AC	BSBRSK401A	Identify risks and apply risk management processes	52	29	17
RSK501AC	BSBRSK501A	Manage risk	58	31	19
SLS501AC	BSBSLS501A	Develop a sales plan	58	31	19
SUS201AC	BSBSUS201A	Participate in environmentally sustainable work practices	40	23	13
SUS301AC	BSBSUS301A	Implement and monitor environmentally sustainable work practices	48	26	15
SUS501AC	BSBSUS501A	Develop workplace policy and procedures for sustainability	58	31	19
WOR202AC	BSBWOR202A	Organise and complete daily work activities	40	23	13
WOR203AC	BSBWOR203A	Work effectively with others	40	23	13
WOR204AC	BSBWOR204A	Use business technology	40	23	13
WOR301AC	BSBWOR301A	Organise personal work priorities and development	48	26	15
WOR401AC	BSBWOR401A	Establish effective workplace relationships	52	29	17
WOR402AC	BSBWOR402A	Promote team effectiveness	52	29	17
WOR404AC	BSBWOR404A	Develop work priorities	52	29	17
WOR501AC	BSBWOR501A	Manage personal work priorities and professional development	58	31	19
WOR502AC	BSBWOR502A	Ensure team effectiveness	58	31	19
WRK410AC	BSBWRK410A	Implement industrial relations procedures	52	29	17
WRT301AC	BSBWRT301A	Write simple documents	48	26	15
WRT401AC	BSBWRT401A	Write complex documents	52	29	17
ICGEN305AC	FNSICGEN305A	Maintain daily financial/business records	48	26	15

MISCELLANEOUS CANDIDATE PACKS

GEN300AC	MNQGEN300A	Apply risk management processes	48	26	15
GEN340AC	MNQGEN340A	Communicate information	48	26	15
GEN400AC	MNQGEN400A	Apply site risk management system	52	29	17
CC401AC	RIICC401A	Supervise civil works	52	29	17

PRODUCT CODE	UNIT CODE	TITLE	UNIT COST COLOUR
10107F	BSB10107 Certificate I in Business	Certificate I in Business Pack - Includes 1 core unit and 5 elective units of your choice = 6 units	255
20107F	BSB20107 Certificate II in Business	Certificate II in Business Pack - Includes 1 core unit and 11 elective units of your choice = 12 units	653
30107F	BSB30107 Certificate III in Business	Certificate III in Business Pack - Includes 1 core unit and 11 elective units of your choice = 12 units	684
31207F	BSB31207 Certificate III in Frontline Management	Certificate III in Frontline Management Pack - Includes 4 core units and 2 elective units of your choice = 6 units	342
40207F	BSB40207 Certificate IV in Business	Certificate IV in Business - Includes 1 core units and 9 elective units of your choice = 10 units	629
40807F	BSB40807 Certificate IV in Frontline Management	Certificate IV in Frontline Management Pack - Includes 4 core units and 6 elective units of your choice = 10 units	629
50207F	BSB50207 Diploma of Business	Diploma of Business - Includes 8 units	524
51107F	BSB51107 Diploma of Management	Diploma of Management Pack - Includes 5 core units and 3 elective units of your choice = 8 units	524
60207F	BSB60207 Advanced Business of Management	Advanced Diploma of Business - Includes 8 units	551
60407F	BSB60407 Advanced Diploma of Management	Advanced Diploma of Management Pack - Includes 3 core units and 5 elective units of your choice = 8 units	551
ADM101AF	BSBADM101A	Use business equipment and resources	50
ADM405BF	BSBADM405B	Organise meetings	74
ADM409AF	BSBADM409A	Coordinate business resources	74
ADM502BF	BSBADM502B	Manage meetings	77
ADM503BF	BSBADM503B	Plan and manage conferences	77
ADM504BF	BSBADM504B	Plan and review administration systems	77
ADM506BF	BSBADM506B	Manage business document design and development	77
ADV507BF	BSBADV507B	Develop a media plan	77
ADV509AF	BSBADV509A	Create mass print media advertisements	77
ADV512AF	BSBADV512A	Develop an advertising strategy and brief	77
ADV602BF	BSBADV602B	Develop an advertising campaign	82

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FACILITATOR PACKS

PRODUCT CODE	UNIT CODE	TITLE	UNIT COST COLOUR
ADV603BF	BSBADV603B	Manage advertising production	82
CMM101AF	BSBCMM101A	Apply basic communication skills	50
CMM201AF	BSBCMM201A	Communicate in the workplace	64
CMM301AF	BSBCMM301A	Process customer complaints	67
CMN311BF	BSBCMN311B	Maintain workplace safety	67
CRT501AF	BSBCRT501A	Originate and develop concepts	77
CRT601AF	BSBCRT601A	Research and apply concepts and theories of creativity	82
CUS201AF	BSBCUS201AW	Deliver a service to customers	64
CUS301AF	BSBCUS301A	Deliver and monitor a service to customers	67
CUS401AF	BSBCUS401A	Coordinate implementation of customer service strategies	74
CUS402AF	BSBCUS402A	Address customers needs	74
CUS403AF	BSBCUS403A	Implement customer service standards	74
CUS501AF	BSBCUS501A	Manage quality customer service	77
DIV301AF	BSBDIV301A	Work effectively with diversity	67
DIV601AF	BSBDIV601A	Develop and implement diversity policy	82
FIA401AF	BSBFIA401A	Prepare financial reports	74
FIA402AF	BSBFIA402A	Report on financial activity	74
FIM501AF	BSBFIM501A	Manage budgets and financial plans	77
FIM601AF	BSBFIM601A	Manage finances	82
FLM303CF	BSBFLM303C	Contribute to effective workplace relationships	67
FLM305CF	BSBFLM305C	Support operational plan	67
FLM306CF	BSBFLM306C	Provide workplace information and resourcing plans	67
FLM309CF	BSBFLM309C	Support continuous improvement systems and processes	67
FLM311CF	BSBFLM311C	Support a workplace learning environment	67
FLM312BF	BSBFLM312B	Contribute to team effectiveness	67
HRM401AF	BSBHRM401A	Review human resources functions	74
HRM402AF	BSBHRM402A	Recruit, select and induct staff	74
HRM403AF	BSBHRM403A	Support performance management process	74

PRODUCT CODE	UNIT CODE	TITLE	UNIT COST COLOUR
HRM501AF	BSBHRM501A	Manage human resources services	77
HRM506AF	BSBHRM506A	Manage recruitment, selection and induction processes	77
HRM507AF	BSBHRM507A	Manage separation and termination	77
HRM602AF	BSBHRM602A	Manage human resources strategic planning	82
HRM604AF	BSBHRM604A	Manage employee relations	82
IND201AF	BSBIND201A	Work effectively in a business environment	64
INM201AF	BSBINM201A	Process and maintain workplace information	64
INM202AF	BSBINM202A	Handle mail	64
INM301AF	BSBINM301A	Organise workplace information	67
INM401AF	BSBINM401A	Implement workplace information system	74
INM501AF	BSBINM501A	Manage an information or knowledge management system	77
INM601AF	BSBINM601A	Manage knowledge and information	82
INN201AF	BSBINN201A	Contribute to workplace innovation	64
INN301AF	BSBINN301A	Promote innovation in a team environment	67
INN502AF	BSBINN502A	Build and sustain an innovation work environment	77
INN601AF	BSBINN601A	Manage organisational change	82
ITU101AF	BSBITU101A	Operate a personal computer	50
ITU102AF	BSBITU102A	Develop keyboard skills	50
ITU201AW 2007F	BSBITU201A	Produce simple word processed documents (Word 2007)	64
ITU202AE 2007F	BSBITU202A	Create and use spreadsheets (Excel 2007)	64
ITU203AF	BSBITU203A	Communicate electronically	64
ITU302AF	BSBITU302A	Create electronic presentations	67
ITU306AF	BSBITU306A	Design and produce business documents	67
ITU404AF	BSBITU404A	Produce complex desktop published documents	74
LED101AF	BSBLED101A	Plan skills development	50
LED401AF	BSBLED401A	Develop teams and individuals	74
LED501AF	BSBLED501A	Develop a workplace learning environment	77

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FACILITATOR PACKS

PRODUCT CODE	UNIT CODE	TITLE	UNIT COST COLOUR
LED502AF	BSBLE502A	Manage programs that promote personal effectiveness	77
MGT401AF	BSBMGT401A	Show leadership in the workplace	74
MGT402AF	BSBMGT402A	Implement operational plan	74
MGT403AF	BSBMGT403A	Implement continuous improvement	74
MGT404AF	BSBMGT404A	Lead and facilitate off-site staff	74
MGT502BF	BSBMGT502B	Managing people performance	77
MGT515AF	BSBMGT515A	Manage operational plan	77
MGT516AF	BSBMGT516A	Facilitate continuous improvement	77
MGT605BF	BSBMGT605B	Provide leadership across the organisation	82
MGT608BF	BSBMGT608B	Manage innovation and continuous improvement	82
MGT616AF	BSBMGT616A	Develop and implement strategic plans	82
MGT617AF	BSBMGT617A	Develop and implement a business plan	82
MKG413AF	BSBMKG413A	Promote products and services	74
MKG414AF	BSBMKG414A	Undertake marketing activities	74
MKG507AF	BSBMKG507A	Interpret market trends and development	77
MKG514AF	BSBMKG514A	Implement and monitor marketing activities	77
MKG603BF	BSBMKG603B	Manage the marketing process	82
MKG609AF	BSBMKG609A	Develop a marketing plan	82
OHS201AF	BSBOHS201A	Participate in OHS processes	64
OHS407AF	BSBOHS407A	Monitor a safe workplace	74
OHS509AF	BSBOHS509A	Ensure a safe workplace	77
PMG510AF	BSBPMG510A	Manage projects	77
PRO301AF	BSBPRO301A	Recommend products and services	67
REL401AF	BSBRE401A	Establish networks	74
RSK401AF	BSBR401A	Identify risks and apply risk management processes	74
RSK501AF	BSBR501A	Manage risk	77
SLS501AF	BSBSLS501A	Develop a sales plan	77
SUS201AF	BSBSUS201A	Participate in environmentally sustainable work practices	64

PRODUCT CODE	UNIT CODE	TITLE	UNIT COST COLOUR
SUS301AF	BSBSUS301A	Implement and monitor environmentally sustainable work practices	67
SUS501AF	BSBSUS501A	Develop workplace policy and procedures for sustainability	77
WOR202AF	BSBWOR202A	Organise and complete daily work activities	64
WOR203AF	BSBWOR203A	Work effectively with others	64
WOR204AF	BSBWOR204A	Use business technology	64
WOR301AF	BSBWOR301A	Organise personal work priorities and development	67
WOR401AF	BSBWOR401A	Establish effective workplace relationships	74
WOR402AF	BSBWOR402A	Promote team effectiveness	74
WOR404AF	BSBWOR404A	Develop work priorities	74
WOR501AF	BSBWOR501A	Manage personal work priorities and professional development	77
WOR502AF	BSBWOR502A	Ensure team effectiveness	77
WRK410AF	BSBWRK410A	Implement industrial relations procedures	74
WRT301AF	BSBWRT301A	Write simple documents	67
WRT401AF	BSBWRT401A	Write complex documents	74
ICGEN305AF	FNSICGEN305A	Maintain daily financial / business records	67

MISCELLANEOUS FACILITATOR PACKS

GEN300AF	MNQGEN300A	Apply risk management processes	67
GEN340AF	MNQGEN340A	Communicate information	67
GEN400AF	MNQGEN400A	Apply site risk management system	74
CC401AF	RIICC401A	Supervise civil works	74



ORDER FORM

Contact and Delivery Details

Order Number	<input type="text"/>	Date	<input type="text"/>
Company Name	<input type="text"/>	ABN	<input type="text"/>
Name	<input type="text"/>	Job Title	<input type="text"/>
Delivery Address	<input type="text"/>	Billing Address	<input type="text"/>
	<input type="text"/>		<input type="text"/>
State	<input type="text"/>	Postcode	<input type="text"/>
	<input type="text"/>		<input type="text"/>
Phone Number	<input type="text"/>	Fax Number	<input type="text"/>
eMail Address	<input type="text"/>		

Payment Options

- Cheque** Made payable to **Precision Group (Australia) Pty Ltd**
- EFT** **Precision Group (Australia) Pty Ltd**
NAB - Mulgrave Rd, Westcourt, QLD, 4870
BSB - 084561
A/C - 593898556
- Account** For approved account applications only
- Credit Card** (Please Specify) Visa Mastercard

Name on Card

Number

Expiry Date

Signature

Dispatching Details

An invoice will be generated as confirmation of your order. Once payment has been received and funds have cleared then the order will be dispatched. Approved accounts will be dispatched immediately.

After completing both sides of the order form you can then:

Email the form back to info@precisiongroup.com.au

Fax the form back to +61 7 4054 6256

Mail the form back to **PO BOX 12234D, EARLVILLE BC, QLD 4870**

