



**SIMULATED ONLINE BUSINESS
catalogue**

'10

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

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.

TERMS & CONDITIONS

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.

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).

TERMS & CONDITIONS

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 customisation 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.

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. 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. Any unit requiring Literacy and/or Numeracy skill demonstrations now have Literacy and Numeracy test supplied by MW Training included along with required skills and knowledge questions and an Assessment Matrix – all designed to make your life easier and your assessing better!

OUR PRODUCT

The Candidate Assessment Pack is included with the Candidate Resource. All assessments are mapped against the elements and performance criteria in a mix-n-match series of activities and tasks. This means that the Assessor will select the right tasks and activities to be completed by the Candidate, regardless of whether they are being assessed through RPL or as an employed persons or student. The problem of RPL gap training is also addressed because Candidates who need to evidence parts of the unit may be instructed to complete only the related tasks to demonstrate their ability or knowledge. Also included now are an assessment matrix, telling what task assesses what performance criteria or element, literacy and numeracy tasks (produced by MW Training) to meet needs of required skills and assessment questions and tasks to address the required skills and knowledge requirements. Candidates may use their business or the simulated online business for which they have 6 months access from date of purchase. This will enable students to complete units requiring business access to complete.

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 and the compliance needs at audit. The Facilitator Resource of 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. It is divided a section for each element, each followed by quiz questions, answers and key points summaries at the end of each element.

Precision Group (Australia) Pty Ltd has introduced a simulated online business for Candidate use in completing assessments. Candidates may not use their business, the model supplied by their RTO or the simulated online business of Precision Group. Each Facilitator Pack will receive access for 6 months from the date of purchase at no extra cost. Additional time may be purchased if desired. The online business will allow Candidates who are not employed, but are looking to learn or progress their careers to complete units previously unavailable to them. The first units will be available January 2010 and rolled out on a continuing basis. Information can be found on If you need a unit earlier, please call the office and we may be able to assist.

An assessment pack is provided for each unit which includes a mix-n-match series of activities and tasks. This means that the Assessor will select the right tasks and activities to be completed by the Candidate, regardless of whether they are being assessed through RPL or as an employed persons or student. No more having to produce RPL documents for the units you offer! The problem of gap training is also addressed because Candidates who need to evidence parts of the unit may be instructed to complete only the related tasks to demonstrate their ability or knowledge. Also included now are an assessment matrix, telling what task assesses what performance criteria or element, literacy and numeracy tasks (produced by MW Training) to meet needs of required skills and assessment questions and tasks to address the required skills and knowledge requirements. Precision Group (Australia) is focused on quality and has employed an endorsed VET auditor to independently audit many of the units. This will be an ongoing quality initiative and we ask that if you find that at audit an PGA assessment is unacceptable, please let us know. PGA will contact the auditor and work to make it acceptable. We will replace whatever Assessment Packs you ordered with the new model to show our appreciation of your assessments.



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	AVAILABLE
			COLOUR	COLOUR	BLK & WHITE	
			ORDERING 1-9	ORDERING 10 OR MORE COPIES PER UNIT		
BF10107C	BSB10107 Certificate I in Business	Certificate I in Business Pack - Includes 1 core unit and 5 elective units of your choice = 6 units	164	112	67	Oct
BF20107C	BSB20107 Certificate II in Business	Certificate II in Business Pack - Includes 1 core unit and 11 elective units of your choice = 12 units	408	255	153	Oct
BF30107C	BSB30107 Certificate III in Business	Certificate III in Business Pack - Includes 1 core unit and 11 elective units of your choice = 12 units	490	286	171	Oct
BF31207C	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	143	87	Oct
BF40207C	BSB40207 Certificate IV in Business	Certificate IV in Business - Includes 1 core units and 9 elective units of your choice = 10 units	442	264	162	Jul
BF40807C	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	264	162	Jul
BF41007C	BSB41007 Certificate IV in Human Resources	Certificate IV in Human Resources Pack - Includes 4 core units and 6 elective units of your choice = 10 units	442	264	162	Jul
BF50207C	BSB50207 Diploma of Business	Diploma of Business - Includes 8 units	395	225	143	Jul
BF51107C	BSB51107 Diploma of Management	Diploma of Management Pack - Includes 5 core units and 3 elective units of your choice = 8 units	395	225	143	Jul
BF60407C	BSB60407 Advanced Diploma of Management	Advanced Diploma of Management Pack - Includes 3 core units and 5 elective units of your choice = 8 units	436	245	164	Jul
BFADM101AC	BSBADM101A	Use business equipment and resources	32	22	13	Oct
BFADM405BC	BSBADM405B	Organise meetings	52	31	19	Jul
BFADM409AC	BSBADM409A	Coordinate business resources	52	31	19	Jul
BFADM502BC	BSBADM502B	Manage meetings	58	33	21	Jul
BFADM503BC	BABADM503B	Plan and manage conferences	58	33	21	Jul
BFADM504BC	BSBADM504B	Plan and review administration systems	58	33	21	Jul
BFADM506BC	BSBADM506B	Manage business document design and development	58	33	21	Jul
BFADV507BC	BSBADV507B	Develop a media plan	58	33	21	Jul
BFADV509AC	BSBADV509A	Create mass print media advertisements	58	33	21	Jul
BFADV512AC	BSBADV512A	Develop an advertising strategy and brief	58	33	21	Jul
BFADV602BC	BSBADV602B	Develop an advertising campaign	64	36	24	Jul

BSB07

CANDIDATE PACKS

PRODUCT CODE	UNIT CODE	TITLE	UNIT COST	UNIT COST	UNIT COST	AVAILABLE
			COLOUR	COLOUR	BLK & WHITE	
			ORDERING 1-9	ORDERING 10 OR MORE COPIES PER UNIT		
BFADV603BC	BSBADV603B	Manage advertising production	64	36	24	Jul
BFCMM101AC	BSBMM101A	Apply basic communication skills	32	22	13	Oct
BFCMM201AC	BSBMM201A	Communication in the workplace	40	25	15	Oct
BFCMM301AC	BSBMM301A	Process customer complaints	48	28	17	Oct
BFCMN311BC	BSBMN311B	Maintain workplace safety	48	28	17	Oct
BFCRT501AC	BSBRT501A	Originate and develop concepts	58	33	21	Jul
BFCRT601AC	BSBRT601A	Research and apply concepts and theories of creativity	64	36	24	Jul
BFCUS201AC	BSBUS201A	Deliver a service to customers	40	25	15	Oct
BFCUS301AC	BSBUS301A	Deliver and monitor a service to customers	48	28	17	Oct
BFCUS401AC	BSBUS401A	Coordinate implementation of customer service strategies	52	31	19	Jul
BFCUS402AC	BSBUS402A	Address customers needs	52	31	19	Jul
BFCUS403AC	BSBUS403A	Implement customer service standards	52	31	19	Jul
BFCUS501AC	BSBUS501A	Manage quality customer service	58	33	21	Jul
BFDIV301AC	BSBDIV301A	Work effectively with diversity	48	28	17	Oct
BFDIV601AC	BSBDIV601A	Develop and implement diversity policy	64	36	24	Jul
BFFIA401AC	BSBFIA401A	Prepare financial reports	52	31	19	Jul
BFFIA402AC	BSBFIA402A	Report on financial activity	52	31	19	Jul
BFFIM501AC	BSBFIM501A	Manage budgets and financial plans	58	33	21	Jul
BFFIM601AC	BSBFIM601A	Manage finances	64	36	24	Jul
BFFLM303CC	BSBFLM303C	Contribute to effective workplace relationships	48	28	17	Oct
BFFLM305CC	BSBFLM305C	Support operational plan	48	28	17	Oct
BFFLM306CC	BSBFLM306C	Provide workplace information and resourcing plans	48	28	17	Oct
BFFLM309CC	BSBFLM309C	Support continuous improvement systems and processes	48	28	17	Oct
BFFLM311CC	BSBFLM311C	Support a workplace learning environment	48	28	17	Oct
BFFLM312BC	BSBFLM312B	Contribute to team effectiveness	48	28	17	Oct
BFHRM401AC	BSBHRM401A	Review human resources functions	52	31	19	Jul

BSB 07

CANDIDATE PACKS

PRODUCT CODE	UNIT CODE	TITLE	UNIT COST	UNIT COST	UNIT COST	AVAILABLE
			COLOUR	COLOUR	BLK & WHITE	
			ORDERING 1-9	ORDERING 10 OR MORE COPIES PER UNIT		
BFHRM402AC	BSBHRM402A	Recruit, select and induct staff	52	31	19	Jul
BFHRM403AC	BSBHRM403A	Support performance management process	52	31	19	Jul
BFHRM501AC	BSBHRM501A	Manage human resources services	58	33	21	Jul
BFHRM506AC	BSBHRM506A	Manage recruitment, selection and induction processes	58	33	21	Jul
BFHRM507AC	BSBHRM507A	Manage separation or termination	58	33	21	Jul
BFHRM602AC	BSBHRM602A	Manage human resources strategic planning	64	36	24	Jul
BFHRM604AC	BSBHRM604A	Manage employee relations	64	36	24	Jul
BFIND201AC	BSBIND201A	Work effectively in a business environment	40	25	15	Oct
BFINM201AC	BSBINM201A	Process and maintain workplace information	40	25	15	Oct
BFINM202AC	BSBINM202A	Handle mail	40	25	15	Oct
BFINM301AC	BSBINM301A	Organise workplace information	48	28	17	Oct
BFINM401AC	BSBINM401A	Implement workplace information system	52	31	19	Jul
BFINM501AC	BSBINM501A	Manage an information or knowledge management system	58	33	21	Jul
BFINM601AC	BSBINM601A	Manage knowledge and information	64	36	24	Jul
BFINN201AC	BSBINN201A	Contribute to workplace innovation	40	25	15	Oct
BFINN301AC	BSBINN301A	Promote innovation in a team environment	48	28	17	Oct
BFINN502AC	BSBINN502A	Build and sustain an innovation work environment	58	33	21	Jul
BFINN601AC	BSBINN601A	Manage organisational change	64	36	24	Jul
BFITU101AC	BSBITU101A	Operate a personal computer	32	22	13	Oct
BFITU102AC	BSBITU102A	Develop keyboard skills	32	22	13	Oct
BFITU201AW 2007C	BSBITU201A	Produce simple word processed documents (Word 2007)	40	25	15	Oct
BFITU202AE 2007C	BSBITU202A	Create and use spreadsheets (Excel 2007)	40	25	15	Oct
BFITU203AC	BSBITU203A	Communicate electronically	40	25	15	Oct
BFITU302AC	BSBITU302A	Create electronic presentations	48	28	17	Oct
BFITU306AC	BSBITU306A	Design and produce business documents	48	28	17	Oct

BSB 07

CANDIDATE PACKS

PRODUCT CODE	UNIT CODE	TITLE	UNIT COST	UNIT COST	UNIT COST	AVAILABLE
			COLOUR	COLOUR	BLK & WHITE	
			ORDERING 1-9	ORDERING 10 OR MORE COPIES PER UNIT		
BFLED101AC	BSBLED101A	Plan skills development	32	22	13	Oct
BFLED401AC	BSBLED401A	Develop teams and individuals	52	31	19	Jul
BFLED501AC	BSBLED501A	Develop a workplace learning environment	58	60	21	Jul
BFLED502AC	BSBLED502A	Manage programs that promote personal effectiveness	58	33	21	Jul
BFMGT401AC	BSBMGT401A	Show leadership in the workplace	52	33	21	Jul
BFMGT402AC	BSBMGT402A	Implement operational plan	52	31	19	Jul
BFMGT403AC	BSBMGT403A	Implement continuous improvement	52	31	19	Jul
BFMGT404AC	BSBMGT404A	Lead and facilitate off-site staff	52	31	19	Jul
BFMGT502BC	BSBMGT502B	Managing people performance	58	33	21	Jul
BFMGT515AC	BSBMGT515A	Manage operational plan	58	33	21	Jul
BFMGT516AC	BSBMGT516A	Facilitate continuous improvement	58	33	21	Jul
BFMGT605BC	BSBMGT605B	Provide leadership across the organisation	64	36	24	Jul
BFMGT608BC	BSBMGT608B	Manage innovation and continuous improvement	64	36	24	Jul
BFMGT616AC	BSBMGT616A	Develop and implement strategic plans	64	36	24	Jul
BFMGT617AC	BSBMGT617A	Develop and implement a business plan	64	36	24	Jul
BFMKG413AC	BSBMKG413A	Promote products and services	52	31	19	Jul
BFBSB414AC	BSBMKG414A	Undertake marketing activities	52	31	19	Jul
BFMKG507AC	BSBMKG507A	Interpret market trends and development	58	33	21	Jul
BFMKG514AC	BSBMKG514A	Implement and monitor marketing activities	58	33	21	Jul
BFMKG603BC	BSBMKG603B	Manage the marketing process	64	36	24	Jul
BFMKG609AC	BSBMKG609A	Develop a marketing plan	64	36	24	Jul
BFOHS201AC	BSBOHS201A	Participate in OHS processes	40	25	15	Oct
BFOHS407AC	BSBOHS407A	Monitor a safe workplace	52	31	19	Jul
BFOHS509AC	BSBOHS509A	Ensure a safe workplace	58	33	21	Jul
BFPMG510AC	BSBPMG510A	Manage projects	58	33	21	Jul
BFPRO301AC	BSBPRO301A	Recommend products and services	48	28	17	Oct
BFREL401AC	BSBREL401A	Establish networks	52	31	19	Jul
BFRSK401AC	BSBRSK401A	Identify risks and apply risk management processes	52	31	19	Jul

BSB 07

CANDIDATE PACKS

PRODUCT CODE	UNIT CODE	TITLE	UNIT COST	UNIT COST	UNIT COST	AVAILABLE
			COLOUR	COLOUR	BLK & WHITE	
			ORDERING 1-9	ORDERING 10 OR MORE COPIES PER UNIT		
BFRSK501AC	BSBRSK501A	Manage risk	58	33	21	Jul
BFSL501AC	BSBSLS501A	Develop a sales plan	58	33	21	Jul
BFSUS201AC	BSBSUS201A	Participate in environmentally sustainable work practices	40	25	15	Oct
BFSUS301AC	BSBSUS301A	Implement and monitor environmentally sustainable work practices	48	28	17	Oct
BFSUS501AC	BSBSUS501A	Develop workplace policy and procedures for sustainability	58	33	21	Jul
BFWOR202AC	BSBWOR202A	Organise and complete daily work activities	40	25	15	Oct
BFWOR203AC	BSBWOR203A	Work effectively with others	40	25	15	Oct
BFWOR204AC	BSBWOR204A	Use business technology	40	25	15	Oct
BFWOR301AC	BSBWOR301A	Organise personal work priorities and development	48	28	17	Oct
BFWOR401AC	BSBWOR401A	Establish effective workplace relationships	52	31	19	Jul
BFWOR402AC	BSBWOR402A	Promote team effectiveness	52	31	19	Jul
BFWOR404AC	BSBWOR404A	Develop work priorities	52	31	19	Jul
BFWOR501AC	BSBWOR501A	Manage personal work priorities and professional development	58	33	21	Jul
BFWOR502AC	BSBWOR502A	Ensure team effectiveness	58	33	21	Jul
BFWRK410AC	BSBWRK410A	Implement industrial relations procedures	52	31	19	Jul
BFWRT301AC	BSBWRT301A	Write simple documents	48	28	17	Oct
BFWRT401AC	BSBWRT401A	Write complex documents	52	31	19	Jul
BFICGEN305AC	FNSICGEN305A	Maintain daily financial/business records	48	28	17	Oct

MISCELLANEOUS CANDIDATE PACKS

BFGEN300AC	MNQGEN300A	Apply risk management processes	48	28	17	Oct
BFGEN340AC	MNQGEN340A	Communicate information	48	28	17	Oct
BFGEN400AC	MNQGEN400A	Apply site risk management system	52	31	19	Oct
BFCC401AC	RIICC401A	Supervise civil works	52	31	19	Oct

BSB07

FACILITATOR PACKS

PRODUCT CODE	UNIT CODE	TITLE	UNIT COST COLOUR	AVAILABLE
BF10107F	BSB10107 Certificate I in Business	Certificate I in Business Pack - Includes 1 core unit and 5 elective units of your choice = 6 units	255	Oct
BF20107F	BSB20107 Certificate II in Business	Certificate II in Business Pack - Includes 1 core unit and 11 elective units of your choice = 12 units	653	Oct
BF30107F	BSB30107 Certificate III in Business	Certificate III in Business Pack - Includes 1 core unit and 11 elective units of your choice = 12 units	684	Oct
BF31207F	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	Oct
BF40207F	BSB40207 Certificate IV in Business	Certificate IV in Business - Includes 1 core units and 9 elective units of your choice = 10 units	629	Jul
BF40807F	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	Jul
BF41007F	BSB41007 Certificate IV in Human Resources	Certificate IV in Human Resources Pack - Includes 4 core units and 6 elective units of your choice = 10 units	629	Jul
BF50207F	BSB50207 Diploma of Business	Diploma of Business - Includes 8 units	524	Jul
BF51107F	BSB51107 Diploma of Management	Diploma of Management Pack - Includes 5 core units and 3 elective units of your choice = 8 units	524	Jul
BF60407F	BSB60407 Advanced Diploma of Management	Advanced Diploma of Management Pack - Includes 3 core units and 5 elective units of your choice = 8 units	551	Jul
BFADM101AF	BSBADM101A	Use business equipment and resources	50	Oct
BFADM405BF	BSBADM405B	Organise meetings	74	Jul
BFADM409AF	BSBADM409A	Coordinate business resources	74	Jul
BFADM502BF	BSBADM502B	Manage meetings	77	Jul
BFADM503BF	BSBADM503B	Plan and manage conferences	77	Jul
BFADM504BF	BSBADM504B	Plan and review administration systems	77	Jul
BFADM506BF	BSBADM506B	Manage business document design and development	77	Jul
BFADV507BF	BSBADV507B	Develop a media plan	77	Jul
BFADV509AF	BSBADV509A	Create mass print media advertisements	77	Jul
BFADV512AF	BSBADV512A	Develop an advertising strategy and brief	77	Jul
BFADV602BF	BSBADV602B	Develop an advertising campaign	82	Jul
BFADV603BF	BSBADV603B	Manage advertising production	82	Jul

BSB 07

FACILITATOR PACKS

PRODUCT CODE	UNIT CODE	TITLE	UNIT COST COLOUR	AVAILABLE
BFCMM101AF	BSBCMM101A	Apply basic communication skills	50	Jun
BFCMM201AF	BSBCMM201A	Communication in the workplace	64	June
BFCMM301AF	BSBCMM301A	Process customer complaints	67	May
BFCMN311BF	BSBCMN311B	Maintain workplace safety	67	May
BFCRT501AF	BSBCRT501A	Originate and develop concepts	77	Mar
BFCRT601AF	BSBCRT601A	Research and apply concepts and theories of creativity	82	Feb
BFCUS201AF	BSBCUS201A	Deliver a service to customers	64	Jun
BFCUS301AF	BSBCUS301A	Deliver and monitor a service to customers	67	May
BFCUS401AF	BSBCUS401A	Coordinate implementation of customer service strategies	74	Apr
BFCUS402AF	BSBCUS402A	Address customers needs	74	Apr
BFCUS403AF	BSBCUS403A	Implement customer service standards	74	Apr
BFCUS501AF	BSBCUS501A	Manage quality customer service	77	Jan
BFDIV301AF	BSBDIV301A	Work effectively with diversity	67	May
BFDIV601AF	BSBDIV601A	Develop and implement diversity policy	82	Feb
BFFIA401AF	BSBFIA401A	Prepare financial reports	74	Apr
BFFIA402AF	BSBFIA402A	Report on financial activity	74	Apr
BFFIM501AF	BSBFIM501A	Manage budgets and financial plans	77	Jan
BFFIM601AF	BSBFIM601A	Manage finances	82	Feb
BFFLM303CF	BSBFLM303C	Contribute to effective workplace relationships	67	May
BFFLM305CF	BSBFLM305C	Support operational plan	67	May
BFFLM306CF	BSBFLM306C	Provide workplace information and resourcing plans	67	May
BFFLM309CF	BSBFLM309C	Support continuous improvement systems and processes	67	May
BFFLM311CF	BSBFLM311C	Support a workplace learning environment	67	May
BFFLM312BF	BSBFLM312B	Contribute to team effectiveness	67	May
BFHRM401AF	BSBHRM401A	Review human resources functions	74	Apr
BFHRM402AF	BSBHRM402A	Recruit, select and induct staff	74	Apr
BFHRM403AF	BSBHRM403A	Support performance management process	74	Jan
BFHRM501AF	BSBHRM501A	Manage human resources services	77	Jan
BFHRM506AF	BSBHRM506A	Manage recruitment, selection and induction processes	77	Mar

PRODUCT CODE	UNIT CODE	TITLE	UNIT COST COLOUR	AVAILABLE
BFHRM507AF	BSBHRM507A	Manage separation or termination	77	Jul
BFHRM602AF	BSBHRM602A	Manage human resources strategic planning	82	Jul
BFHRM604AF	BSBHRM604A	Manage employee relations	82	Jul
BFIND201AF	BSBIND201A	Work effectively in a business environment	64	Oct
BFINM201AF	BSBINM201A	Process and maintain workplace information	64	Oct
BFINM202AF	BSBINM202A	Handle mail	64	Oct
BFINM301AF	BSBINM301A	Organise workplace information	67	Oct
BFINM401AF	BSBINM401A	Implement workplace information system	74	Jul
BFINM501AF	BSBINM501A	Manage an information or knowledge management system	77	Jul
BFINM601AF	BSBINM601A	Manage knowledge and information	82	Jul
BFINN201AF	BSBINN201A	Contribute to workplace innovation	64	Oct
BFINN301AF	BSBINN301A	Promote innovation in a team environment	67	Oct
BFINN502AF	BSBINN502A	Build and sustain an innovation work environment	77	Jul
BFINN601AF	BSBINN601A	Manage organisational change	82	Jul
BFITU101AF	BSBITU101A	Operate a personal computer	50	Oct
BFITU102AF	BSBITU102A	Develop keyboard skills	50	Oct
BFITU201AW 2007F	BSBITU201A	Produce simple word processed documents (Word 2007)	64	Oct
BFITU202AE 2007F	BSBITU202A	Create and use spreadsheets (Excel 2007)	64	Oct
BFITU203AF	BSBITU203A	Communicate electronically	64	Oct
BFITU302AF	BSBITU302A	Create electronic presentations	67	Oct
BFITU306AF	BSBITU306A	Design and produce business documents	67	Oct
BFITU404AF	BSBITU404A	Produce complex desktop published documents	74	Jul
BFLED101AF	BSBLED101A	Plan skills development	50	Oct
BFLED401AF	BSBLED401A	Develop teams and individuals	74	Jul
BFLED501AF	BSBLED501A	Develop a workplace learning environment	77	Jul
BFLED502AF	BSBLED502A	Manage programs that promote personal effectiveness	77	Jul
BFMGT401AF	BSBMGT401A	Show leadership in the workplace	74	Jul

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FACILITATOR PACKS

PRODUCT CODE	UNIT CODE	TITLE	UNIT COST COLOUR	AVAILABLE
BFMGT402AF	BSBMGT402A	Implement operational plan	74	Jul
BFMGT403AF	BSBMGT403A	Implement continuous improvement	74	Jul
BFMGT404AF	BSBMGT404A	Lead and facilitate off-site staff	74	Jul
BFMGT502BF	BSBMGT502B	Managing people performance	77	Jul
BFMGT515AF	BSBMGT515A	Manage operational plan	77	Jul
BFMGT516AF	BSBMGT516A	Facilitate continuous improvement	77	Jul
BFMGT605BF	BSBMGT605B	Provide leadership across the organisation	82	Jul
BFMGT608BF	BSBMGT608B	Manage innovation and continuous improvement	82	Jul
BFMGT616AF	BSBMGT616A	Develop and implement strategic plans	82	Jul
BFMGT617AF	BSBMGT617A	Develop and implement a business plan	82	Jul
BFMKG413AF	BSBMKG413A	Promote products and services	74	Jul
BFMKG414AF	BSBMKG414A	Undertake marketing activities	74	Jul
BFMKG507AF	BSBMKG507A	Interpret market trends and development	77	Jul
BFMKG514AF	BSBMKG514A	Implement and monitor marketing activities	77	Jul
BFMKG603BF	BSBMKG603B	Manage the marketing process	82	Jul
BFMKG609AF	BSBMKG609A	Develop a marketing plan	82	Jul
BFOHS201AF	BSBOHS201A	Participate in OHS processes	64	Oct
BFOHS407AF	BSBOHS407A	Monitor a safe workplace	74	Jul
BFOHS509AF	BSBOHS509A	Ensure a safe workplace	77	Jul
BFPMG510AF	BSBPMG510A	Manage projects	77	Jul
BFPRO301AF	BSBPRO301A	Recommend products and services	67	Oct
BFREL401AF	BSBREL401A	Establish networks	74	Jul
BFRSK401AF	BSBRSK401A	Identify risks and apply risk management processes	74	Jul
BFRSK501AF	BSBRSK501A	Manage risk	77	Jul
BFSL501AF	BSBSLS501A	Develop a sales plan	77	Jul
BFSUS201AF	BSBSUS201A	Participate in environmentally sustainable work practices	64	Oct

PRODUCT CODE	UNIT CODE	TITLE	UNIT COST COLOUR	AVAILABLE
			ORDERING 1-9	
BFSUS301AF	BSBSUS301A	Implement and monitor environmentally sustainable work practices	67	Oct
BFSUS501AF	BSBSUS501A	Develop workplace policy and procedures for sustainability	77	Jul
BFWOR202AF	BSBWOR202A	Organise and complete daily work activities	64	Oct
BFWOR203AF	BSBWOR203A	Work effectively with others	64	Oct
BFWOR204AF	BSBWOR204A	Use business technology	64	Oct
BFWOR301AF	BSBWOR301A	Organise personal work priorities and development	67	Oct
BFWOR401AF	BSBWOR401A	Establish effective workplace relationships	74	Jul
BFWOR402AF	BSBWOR402A	Promote team effectiveness	74	Jul
BFWOR404AF	BSBWOR404A	Develop work priorities	74	Jul
BFWOR501AF	BSBWOR501A	Manage personal work priorities and professional development	77	Jul
BFWOR502AF	BSBWOR502A	Ensure team effectiveness	77	Jul
BFWRK410AF	BSBWRK410A	Implement industrial relations procedures	74	Jul
BFWRT301AF	BSBWRT301A	Write simple documents	67	Oct
BFWRT401AF	BSBWRT401A	Write complex documents	74	Jul
BFICGEN305AF	FNSICGEN305A	Maintain daily financial/business records	67	Oct

MISCELLANEOUS FACILITATOR PACKS

BFGEN300AF	MNQGEN300A	Apply risk management processes	67	Oct
BFGEN340AF	MNQGEN340A	Communicate information	67	Oct
BFGEN400AF	MNQGEN400A	Apply site risk management system	74	Oct
BFCC401AF	RIICC401A	Supervise civil works	74	Oct



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"/>
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**

