

New Resources

Automotive Industry Retail, Service and Repair AUR05

AURC472082A	Plan and manage compliance with environmental regulations in a workplace or business
AURC261314A	Contribute to quality work outcomes
BSBCM208A	Deliver a service to customers (Auto)
BSBCM311A	Maintain workplace safety (Auto)

Business Services BSB07

BSBAUD501B	Initiate a quality audit
BSBITB501A	Establish and maintain a workgroup computer network
BSBLEG301A	Apply knowledge of the legal system to the complete tasks
BSBLEG302A	Carry out search of the public record
BSBOHS504B	Apply principles of OHS risk management
BSBOHS505B	Manage hazards in the work environment
BSBRKG404A	Monitor and maintain records in an online environment

Community Services CHC08

CHCAC416A	Facilitate support responsive to the specific nature of dementia
CHCAOD510A	Work effectively with clients with complex alcohol and/or other drugs issues
CHCCS521A	Assess and respond to individuals at risk of suicide
CHCEDS501A	Identify and respond to student development needs
CHCICS405A	Facilitate groups for individual outcomes
CHCICS406A	Support client self-management
CHCMH301A	Work effectively in mental health

Financial Services FNS04

FNSFLIT201B	Develop and use a personal budget
FNSFLIT202B	Develop and use a savings plan

Information and Communications ICA05

ICAU1133B 2007	Send and retrieve information using web browsers and email (2007)
ICAU2006B 2007 & VISTA	Operate computing packages (2007 & VISTA)
ICAW2002B	Communicate in the workplace

Retail SIR07

SIRPPKS002A	Identify, locate and sell products related to allergies
SIRXSL006A	Lead a sales team

Short Course Resources Workshop Series

SCP005	Coping with workplace stress
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All smallPRINT resources are available in Learner guides and Trainer/ assessor guides

ACPET WINNER – Congratulations to Mr Sven Bergstorm from Stott's Colleges.

Sven is the winner of two South Australian premium bottles of wine from the 2009 ACPET National Conference.

What's New at ...

October 2009

small
PRINT

Learning and assessment products

Resources can be purchased as individual units, or clustered for convenient delivery.

smallPRINT has in excess of 1500 units available as Learner guides and Trainer/ assessor guides these are available in the following Training Packages:

Asset Maintenance PRM04

Automotive Industry Retail, Service and Repair AUR05

Business Services BSB07

Business Services BSB01

Community Services CHC08

Community Services CHC02 (including Health HLT02)

Financial Services FNS04

Health HLT07

Information and Communications ICA05

Retail Services SIR07

Tourism, Hospitality and Events SIT07

Transport and Logistics TLI07

*Refer to the catalogue on our website for a complete list of available units.

Workshop based resources

Certificate IV in Frontline Management BSB40807

Certificate IV in Training and Assessment TAA40104

Short course resources

Change management

Time management

Assertive communication behaviours

Business documents and correspondence

Coping with workplace stress

www.smallprint.com.au

Enquiries: Contact us on 08 8275 9333 or email us at admin@smallprint.com.au