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This unit describes the skills and knowledge required to care for people with life-threatening or life-limiting illness and/or normal ageing process

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within a palliative approach. This unit applies to workers in a residential or community context. Work performed requires some discretion and judgement and is carried out under regular direct or indirect supervision.

This unit describes the skills and knowledge to provide services to an older

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person. It involves following and contributing to an established individual plan.

A Guide to AS 4801 for Small Business

Ensure a Safe Workplace

BSBADM502B Manage Meetings

Certificate IV in New Small Business

(BSB42618) (1st Ed)

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Chcccs006

TAEDEL402

BSBLDR801 Lead personal and strategic transformation

This unit describes the skills and knowledge required to identify networking and collaboration needs and develop formal and informal

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partnerships to enhance service delivery and improve professional practice. This unit applies to work in all industry sectors, and to individuals who take pro-active responsibility for improving collaboration between workers and organisations.

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Facilitate Individual Service
Planning and Delivery

FNSINC301A

Fdfes2001a

TAEDS401

Design and Develop Learning
Programs : Learner Guide

CPCBC4003A Select and Prepare

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a Construction Contract

This unit of competency describes the skills and knowledge required to identify client issues or requirements, identify the preferred solution, and provide information and solutions to clients.

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Occupational Health and Safety
Management Systems A Guide to AS
4801 for Small
Business TAEDEL401 Plan, Organise
and Deliver Group-based Learning :
Learner Guide BSBADM502B
Manage Meetings Precision

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GroupTAEDEL301Provide Work
Skill Instruction Learner
GuideManage Effective Workplace
Relationships
Deliver Care Services Using a
Palliative Approach
Communicate in the Workplace

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Chcprp001

BLO1105 Business Law

Sitxccs303

BSBMGT401A Show Leadership in
the Workplace

*The book explores the developing
challenges and opportunities within*

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the business and finance world which are likely to impact the accounting profession in the near future. It outlines a number of approaches to ensure that the accountants of the future are equipped with a useful awareness of some of the key topic

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areas that are quickly becoming a reality and helps bridge the gap between academia and practice. The chapters are standalone introductory pieces to provide useful précis of key topics and how they apply to the accounting profession in particular. It

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aims to deliver key readings on 'hot topics' not addressed in other texts which the accounting profession is tackling or are likely to tackle soon. Hence the book provides accounting students and researchers a solid grounding in a broad range of highly

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relevant non-technical accounting themes, looking at the bigger environment in which future accountants will be operating, involving considerations of strategic corporate governance issues and highlighting competences beyond the

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standard technical accounting skill sets.

This unit describes the skills and knowledge required to work positively with the carers and families of people using the service based on an understanding of their support needs.

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Sitxcom401

*Facilitate the Interests and Rights of
Clients*

*Follow Safe Work Practices for Direct
Client Care*

Ahcpcm306

HLTWHS002

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Provide Service to Customers

This unit describes the skills and knowledge required to work in partnership with older people and their carers to implement interventions in the context of an

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individualised plan to
reduce risk.

This Learner Guide addresses
the competency BSBMGT401A
Show leadership in the
workplace. It provides solid
underpinning knowledge,
plenty of practical examples

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and workplace scenarios, and the flexibility to be used in a variety of learning environments, such as on-the-job, off-the-job, distant learning or for a combination of these. This Learner Guide will help

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trainees and students
achieve superior learning
outcomes with the following
learning features: Numerous
practical activities linked
to competencies Important
tips and hints to help
students on-the-job

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Practical examples to show
how theory applies to the
workplace End-of-chapter
assignments and case studies
Workplace Projects to allow
students to apply theory to
a workplace situation
Workplace Simulations that

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are based on case studies and scenarios A glossary of key terms End-of-section tables linking the activities in the Guide to the performance criteria addressed in the section End-of-section tables that link

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the Employability skills covered. Provides engaging material for learning, designed to increase the participant's interest in the program and likelihood of completion Is written in relevant, easy-to-read

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language that facilitates learning Provides numerous activities that develop concepts and reinforce skills Provides clear links between learning and practice, including employability skills Can be

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used in both workplace and classroom training environments. This Learner Guide will help teachers and trainers of the competency standard by: Providing a clear and consistent resource for each

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participant Giving the necessary underpinning knowledge for each participant minimising the need for further handouts and/or preparation Providing a source of assessment activities and/or a

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component of a portfolio of
evidence when complete
Read and Interpret Plans and
Specifications - Learner's
Guide

ACCT6007

Bsbwor203b

Bsbmgt505a

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Provide Information on
Plants and Their Culture
Analyse and Present Research
Information

**This unit describes the
skills and knowledge
required to assist clients
to identify their rights,**

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voice their needs and concerns and realise their interests, rights and needs. The Business Services Series are a set of 7 workbooks addressing individual management competencies from the Business Services

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Training Package. Written by experienced TAFE teacher-authors, each workbook provides comprehensive coverage of one management module and is perfect for teachers tailoring courses to the national package.

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Easily a standalone product, each workbook is content-rich, with ample theory to complement the timed activities, skill-checklists and real-life Australian case-studies.

Develop and Maintain

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**Networks and Collaborative
Partnerships
Contemporary Issues in
Accounting
Manage Effective Workplace
Relationships
BSBLDR801 Lead Personal and
Strategic Transformation**

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Cases from the IMA
Educational Case Journal
Implement Interventions with
Older People at Risk
*This unit describes the skills and
knowledge required for a worker
to participate in safe work
practices to ensure their own*

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health and safety, and that of others in work environments that involve caring directly for clients. It has a focus on maintaining safety of the worker, the people being supported and other community members. This unit describes the skills and

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knowledge required to contribute to the development, implementation and review of individualised support.

***Work Effectively in the Financial Services Industry
Coordinate Services for Older People***

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Provide Work Skill Instruction

Learner Guide

Bsbcmm201

BSBRES401A

CHCPAL001

***This unit of competency
covers the skills and***

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*knowledge required to
maintain personal
hygiene and conduct food
handling, housekeeping
and waste disposal
related to work tasks
and responsibilities*

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*where work involves
operation of production
and/or packaging
equipment and processes.
Enlighten your students
and improve your
understanding of*

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*management accounting
with this carefully
curated collection of
case studies Management
Accounting Case Book:
Cases from the IMA
Educational Case Journal*

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*offers a detailed
account of real-world
business cases
accessible to a variety
of business-savvy
audiences. It provides
comprehensive coverage*

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*of several areas
relevant to students and
professionals in
business and finance,
including: · Strategic
cost management
(including product and*

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service costing, cost allocation, and strategy implementation) .

Planning and decision making (including cost estimation, CVP analysis, budgeting,

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*decision making, capital
investments, target
costing, and TOC) .
Operations, process
management, and
innovation (including
flexible budgeting,*

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standard costs, variance analysis, non-financial performance indicators, quality control, lean, and innovation governance) Used by dozens of different

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*universities, the
Management Accounting
Case Book contains cases
reviewed and rigorously
vetted by the Institute
of Management
Accountants. The book is*

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*perfect for anyone
hoping to increase their
understanding of
management theory or
facilitate lively
discussion about the
topics contained within.*

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*Management Accounting
Case Book
Plan, Organise and
Facilitate Learning in
the Workplace : Learner
Guide
BSBLDR501 Develop and*

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*Use Emotional
Intelligence*

Chcage003

*Contemporary Issues in
Auditing*

*Work Effectively with
Others*