

Training that Creates Change



Vocational Language, Literacy and Numeracy Learner Guides

- Activities that underpin units of competency of qualifications in National Training Packages
- Are aligned to the Australian Core Skills Framework (ACSF) which has superseded the National Reporting System (NRS)
- Can be used as a pre-training course
- Report on initial and final assessments into vocational qualifications

Books are currently available for the following National Training Packages and Language, Literacy & Numeracy Levels:			<ul style="list-style-type: none"> • \$30 per booklet • \$75 per manual (6 booklets/chapters or less) • \$100 per manual (7 chapters/booklets or more) • plus \$12 per order postage (all prices exclusive of GST)
Industry	Manual Codes	Booklet Codes	
▼ Aged Care	Manuals- ACMAN <ul style="list-style-type: none"> ➤ Emotional and psychological needs ➤ Participate in the workplace ➤ Safety procedures ➤ Communicate ➤ Provide personal care 	CHCAC318A CHCCOM302C CHCICS303A CHCOHS312A CHCORG303A	Certificate III in Aged Care Work CHC30208 Books available are: CHCAC318A Work effectively with older people CHCCOM302C Communicate appropriately with clients and colleagues CHCICS303A Support individual health and emotional well being CHCOHS312A Follow safety procedures for direct care work CHCORG303A Participate effectively in the work environment
▼ Agri-Food (Pathways)	Manual - AGMAN <ul style="list-style-type: none"> ➤ Work practice ➤ OHS ➤ Food production ➤ Livestock 	AGFCMN102A AGFCMN103A AGFCMN201A AGFCMN202A	Certificate I in Agri-Food (Pathways) AGF10107 Books available are: AGFCMN102A Apply effective work practices AGFCMN103A Demonstrate care and apply safe practices at work AGFCMN201A Contribute to animal care through work activities AGFCMN202A Contribute to work activities to produce food
▼ Asset Maintenance	Manual - ASSMAN <ul style="list-style-type: none"> ➤ Prepare ➤ Communicate ➤ Safety 	PRMCL40A PRMCL41A PRMCMN101A	Certificate I in Asset Maintenance (Cleaning Operations) PRM10104 Books available are: PRMCL40A Prepare for work in the cleaning Industry PRMCL41A Apply basic communication skills PRMCMN101A Follow workplace safety arrangements
▼ Automotive	Manual - AUTMAN <ul style="list-style-type: none"> ➤ Equipment ➤ OHS ➤ Communication ➤ Customer Relations 	AURC270103A AURC270688A AURT270278A BSBCMM101A	Certificate I in Automotive AUR10105 Books available are: AURC270103A Apply safe working practices AURC270688A Work effectively with others AURT270278A Use & maintain workplace tools & equipment BSBCMM101A Apply basic communication skills

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<p>▼ Business</p>	<p>Manuals- BUSMAN 1 & 2</p> <ul style="list-style-type: none"> ➢ Communication ➢ Safety ➢ Environment ➢ Equipment ➢ Keyboard ➢ Plan ➢ Innovation ➢ Service ➢ Mail ➢ Spreadsheets ➢ Word processing ➢ Customer service ➢ First Aid ➢ Project Management 	<p>BSBADM101A BSBCMM101A BSBIND201A BSBITU102A BSBLED101A BSBOHS201A BSBSUS201A BSBWOR202A</p> <p>BSBCMM201A BSBCUS201A (1) BSBCUS201A (2) BSBCUS201A (3) BSBCUS201A (4) BSBIND201A BSBINM201A BSBINM202A BSBINN201A BSBITU201A BSBITU202A BSBOHS201A BSBSUS201A BSBWOR202A BSBWOR203A BSBWOR204A FINSICGEN305A HLTFA301B</p> <p>BSBWRT301A</p> <p>BSBWRT401A</p> <p>BSBPMG507A</p> <p>BSBPMG607A</p>	<p>Certificate I in Business BSB10107 Books available are: BSBADM101A Use business equipment & resources BSBCMM101A Apply basic communication skills BSBIND201A Work effectively in a business environment BSBITU102A Develop keyboard skills BSBLED101A Plan skills development BSBOHS201A Participate in OHS processes BSBSUS201A Participate in environmentally sustainable work practices BSBWOR202A Organise & complete daily work activities</p> <p>Certificate II in Business BSB20107 Books available are: BSBCMM201A Communicate in the workplace BSBCUS201A (1) Deliver a service to customers BSBCUS201A (2) Deliver a service to customers (feedback) BSBCUS201A (3) Deliver a service to customers (information) BSBCUS201A (4) Deliver a service to customers (relationships) BSBIND201A Work effectively in a business environment BSBINM201A Process & maintain workplace information BSBINM202A Handle mail BSBINN201A Contribute to workplace innovation BSBITU201A Produce simple word processed documents BSBITU202A Create & use spreadsheets BSBOHS201A Participate in OHS processes BSBSUS201A Participate in environmentally sustainable work practices BSBWOR202A Organise & complete daily work activities BSBWOR203A Work effectively with others BSBWOR204A Use business technology FINSICGEN305A Maintain daily financial/business records HLTFA301B Apply basic first aid</p> <p>Certificate III in Business BSB30107 Books available are: BSBWRT301A Write simple documents</p> <p>Certificate IV in Business BSB40207 Books available are: BSBWRT401A Write complex documents</p> <p>Diploma of Business BSB50207 Books available are: BSBPMG507A Manage project communications</p> <p>Advanced Diploma of Business BSB60207 Books available are: BSBPMG607A Direct communications management of multiple projects/programs</p>
<p>▼ Children's Services</p>	<p>Manual - CHSMAN</p> <ul style="list-style-type: none"> ➢ Health & safety ➢ Illness ➢ Care ➢ Nutrition ➢ Duty of Care 	<p>CHCCHILD404A CHCCN301A (1) CHCCN301A (2) CHCCN302A CHCCN303A</p>	<p>Certificate III in Children's Services CHC30708 Books available are: CHCCHILD404A Support the rights & safety of children & young people CHCCN301A (1) Ensure children's health & safety CHCCN301A (2) Respond to illness accidents & emergencies CHCCN302A Provide care for children CHCCN303A Contribute to provision of nutritionally balanced food in a safe & hygienic manner</p>

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<p>▼ Community Services</p>	<p>Manual – CMSMAN</p> <ul style="list-style-type: none"> ➢ Prepare ➢ OHS ➢ Communicate 	<p>CHCCOM201C CHCCS401B HLTOHS200A</p>	<p>Certificate I in Work Preparation (Community Services) CHC1018 Books available are: CHCCOM201C Communicate with people accessing the services of the organisation CHCCS401B Facilitate responsible behaviour HLTOHS200A Participate in OHS processes</p>
<p>▼ Construction</p>	<p>Manual - CONMAN</p> <ul style="list-style-type: none"> ➢ OHS ➢ Work practice ➢ Planning ➢ Communicate 	<p>CPCCCM1001A CPCCCM1002A CPCCCM1003A CPCCCM1004A CPCCCM1005A CPCCCM2004A CPCCOHS1001A CPCCVE1001A</p>	<p>Certificate I in Construction CPC10108 Books available are: CPCCCM1001A Undertake basic estimation & costing CPCCCM1002A Work effectively & sustainably in the construction industry CPCCCM1003A Plan & organise work CPCCCM1004A Conduct workplace communication CPCCCM1005A Carry out measurements & calculations CPCCCM2004A Handle construction materials CPCCOHS1001A Work safely in the construction industry CPCCVE1001A Undertake a basic construction project</p>
<p>▼ Disability</p>		<p>CHCOHS312A</p>	<p>Certificate III in Disability Work CHC30308 CHCOHS312A Follow safety procedures for direct care work</p>
<p>▼ Employability Skills</p>	<p>Manual - EMPMAN</p> <ul style="list-style-type: none"> ➢ Teams ➢ Appropriateness ➢ Ethics ➢ Communicate ➢ Problem-solving ➢ Technology ➢ Planning 	<p>EMPTM EMPBA EMPWE EMPCOM EMPPS EMPTL EMPPLAN</p>	<p>Employability (Key Competency) or Essential Skills Books available are: Team work – Working In teams Behavioural rules – Behaving appropriately Workplace ethics – Knowing the business Communication in the workplace – Maintaining personal standards Problem-solving – Responding to problems Technology – Continual learning Planning & organising information – Planning</p>
<p>▼ Health Support</p>	<p>Manual - HELMAN</p> <ul style="list-style-type: none"> ➢ Laundry ➢ Cleaning ➢ Patient ➢ Food 	<p>HLTIN301A (LS) , HLTIN301A (CSS) HLTIN301A (CPS) HLTIN301A (FSS)</p>	<p>Certificate I in Health HLTIN301A Books available are: HLTIN301A Comply with infection control policies and procedures in health work 4 booklets for occupational areas for this one unit: Laundry Support Services (LS) , Cleaning Support Services (CSS) Client/Patient Support Services (CPS) and Food Support Services (FSS)</p>
<p>▼ Horticulture</p>	<p>Manual - HOTMAN</p> <ul style="list-style-type: none"> ➢ Prepare ➢ Conservation ➢ Nursery ➢ Landscape ➢ Turf ➢ Gardening ➢ Irrigation ➢ Arboriculture ➢ Horticulture 	<p>RTC1006A RTC1201A RTC1202A RTC1301A RTC1302A RTC1701A RTC1801A RTD1501A RTE1005A RTE1601A RTF1002A RTF1003A RTF1004A RTF1007A</p>	<p>Certificate I in Horticulture RTF10103 Books available are: RTC1006A Support nursery work RTC1201A Maintain the workplace RTC1202A Support landscape work RTC1301A Operate basic machinery & equipment RTC1302A Assist with routine maintenance of machinery & equipment RTC1701A Follow basic chemical safety rules RTC1801A Prepare for work RTD1501A Support natural area conservation RTE1005A Support horticultural production RTE1601A Support irrigation work RTF1002A Support arboriculture work RTF1003A Support turf work RTF1004A Support gardening work RTF1007A Support floricultural production</p>

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<p>▼ Hospitality</p>	<p>Manual - HOSMAN</p> <ul style="list-style-type: none"> ➤ Colleagues ➤ Social diversity ➤ OHS ➤ Hygiene ➤ Industry ➤ Finance ➤ Supplies ➤ Communicate ➤ Stock control 	<p>SITHIND001A SITXCOM001A SITXCOM002A SITXOHS001A SITXOHS002A</p> <p>SITHCCC003A SITXADM001A SITXCOM004A SITXENV002A SITXFIN003A SITXFIN004A SITXHRM003A SITXINV001A SITXINV002A</p>	<p>Certificate I in Hospitality SIT10207 Books available are: SITHIND001A Develop and update hospitality industry knowledge SITXCOM001A Work with colleagues & customers SITXCOM002A Work in a socially diverse environment SITXOHS001A Follow health, safety and security procedures SITXOHS002A Follow workplace hygiene procedures</p> <p>Certificate II in Hospitality SIT20207 These units apply within Certificate II – Advanced Diploma Books available are: SITHCCC003A Receive & store kitchen supplies SITXADM001A Perform office procedures SITXCOM004A Communicate on the telephone SITXENV002A Implement & monitor environmentally sustainable work practices SITXFIN003A Interpret financial information SITXFIN004A Manage finances within a budget SITXHRM003A Roster staff SITXINV001A Receive and store stock SITXINV002A Control and order stock</p>
<p>▼ Information Technology</p>	<p>Manual - ITMAN</p> <ul style="list-style-type: none"> ➤ PCs ➤ Word processing ➤ Spreadsheets ➤ Database ➤ Presentation ➤ Internet & email 	<p>ICAU1128A ICAU1129A ICAU1130A ICAU1132A ICAU1133A ICAU2005A</p>	<p>Certificate I in Information Technology ICA10105 Books available are: ICAU1128A Operate a personal computer ICAU1129A Operate a word processing application ICAU1130A Operate a spreadsheet application ICAU1132A Operate a presentation package ICAU1133A Send & retrieve information using web browsers & email ICAU2005A Operate computer hardware</p>
<p>▼ Retail</p>	<p>Manual - RETMAN</p> <ul style="list-style-type: none"> ➤ Housekeeping ➤ Communicate ➤ Equipment ➤ OHS ➤ Theft ➤ Register ➤ Stock 	<p>SIRXCLM001A SIRXCOM001A SIRXICT001A SIRXOHS001A SIRXIND01A</p> <p>SIRXCCS001A SIRXRSK001A SIRXFIN001A SIRXCCS002A SIRXINV001A</p>	<p>Certificate I in Retail Services SIR10107 Books available are: SIRXCLM001A Organise & maintain work areas SIRXCOM001A Communicate in the workplace SIRXICT001A Operate retail technology SIRXIND01A Work effectively in a retail environment SIRXOHS001A Apply safe working practices</p> <p>Certificate II in Retail SIR20207 Books available are: SIRXCCS001A Apply point of sale handling procedures SIRXCCS002A Interact with customers SIRXFIN001A Balance point of sale terminal SIRXINV001A Perform stock control procedures SIRXRSK001A Minimise theft</p>

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<p>▼ Security</p>	<p>Manual - SECMAN</p> <ul style="list-style-type: none"> ➢ Customers ➢ OHS ➢ Team ➢ Risk ➢ Communicate 	<p>CPPSEC1001A CPPSEC2001A CPPSEC2002A CPPSEC2003A CPPSEC2005A CPPSEC2006A HLTFA301B</p>	<p>Certificate II in Security Operations CPP20207 Books available are:</p> <p>CPPSEC1001A Identify and report security risk situations</p> <p>CPPSEC2001A Communicate effectively in the security industry</p> <p>CPPSEC2002A Follow workplace safety procedures in the security industry</p> <p>CPPSEC2003A Work effectively in the security industry</p> <p>CPPSEC2005A Work as part of a security team</p> <p>CPPSEC2006A Provide security services to clients</p> <p>HLTFA301B Apply basic first aid</p>
<p>▼ Transport</p>	<p>Manual - TRANMAN</p> <ul style="list-style-type: none"> ➢ Secure ➢ Clean ➢ Shift ➢ OHS ➢ Orientation ➢ Security 	<p>TLIA107C TLIB2407B TLID107C TLIF107C TLIG107C TLIL107C TLIO207D</p>	<p>TLIPC107 Certificate I in Transport and Logistics (Pathways) Books available are:</p> <p>TLIA107C Secure cargo</p> <p>TLIB2407B Clean transportation units & facilities for passenger use</p> <p>TLID107C Shift materials safely using manual handling methods</p> <p>TLIF107C Follow OHS procedures</p> <p>TLIG107C Work effectively with others</p> <p>TLIL107C Complete workplace orientation/induction procedures</p> <p>TLIO207D Follow security procedures</p>
<p>▼ Youth</p>		<p>CHCYTH1C</p>	<p>Certificate III in Youth Work CHC41808 CHCYTH1C Work effectively with young people</p>

Industry Focus

Books are currently available for the <u>Industry Focus Areas</u>		Codes
<p>Communication in the Workplace - 3 manuals</p>	<p>Each booklet provides reading, writing, numeracy, speaking and learning activities in these industry areas:</p> <ul style="list-style-type: none"> ➢ Construction & Allied Industries ➢ Commercial & Allied Industries ➢ Community & Allied Industries 	<p>COMMCONS COMMCOM COMM COS</p>
<p>Occupational Health & Safety - 3 manuals</p>	<p>Each booklet provides reading, writing, numeracy, speaking and learning activities in these industry areas:</p> <ul style="list-style-type: none"> ➢ Construction & Allied Industries ➢ Commercial & Allied Industries ➢ Community & Allied Industries 	<p>OHSCONS OHSCOM OHSCOS</p>

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Manuals currently Available aligned to ACSF	CODE	Australian Core Skills Framework (ACSF) Cost \$25 per book NYA Cost \$75 per Manual Level 1—3
Introductory Language & Literacy	LLNNYA	This booklet provides introductory activities to the alpha- bet and numbers patterns
ACSF Level 1 Language, Literacy & Numeracy	LLNONE	Each booklet provides reading, writing, numeracy, speaking and learning activities in these contexts: <ul style="list-style-type: none"> ➤ living in the community ➤ participating in groups ➤ personal development ➤ procedures in social and workplace situations ➤ the use of technology ➤ in the workplace
ACSF Level 2 Language, Literacy & Numeracy	LLNTWO	Each booklet provides reading, writing, numeracy, speaking and learning activities in these contexts: <ul style="list-style-type: none"> ➤ living in the community ➤ participating in groups ➤ personal development ➤ procedures in social and workplace situations ➤ the use of technology ➤ in the workplace
ACSF Level 3 Language, Literacy & Numeracy	LLNTHREE	Each booklet provides reading, writing, numeracy, speaking and learning activities in these contexts: <ul style="list-style-type: none"> ➤ living in the community ➤ participating in groups ➤ personal development ➤ procedures in social and workplace situations ➤ the use of technology ➤ in the workplace

IELTS Aligned	Codes for booklets	IELTS Level 1 -5
▼ IELTS Aligned Learner Guides	IELTS - SIRX-COM001A IELTS - BSBCMN103A IELTS - BSBCMN203A IELTS - BSBCMN420A IELTS - BSBPM507A IELTS - BSBPM607A	Books available are: Certificate I in Retail Operations SIR10107 SIRXCOM001A Communicate in the workplace Certificate I in Business BSB10107 BSBCMM101A Apply basic communication skills Certificate IV in Business BSB40107 BSBCMN420A Write complex documents Diploma of Business BSB50107 BSBPM507A Manage project communications Adv Diploma of Business (Recording Keeping) BSB60107 BSBPM607A Direct communications management of multiple projects/programs

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Booklets aligned to ACSF Levels 1 -5 Cost \$25 per book Cost \$75n per Manual	Codes	Manual Codes	Reading Writing Oral Communication Numeracy Learning
ACSF Level 1 Reading ACSF Level 2 Reading ACSF Level 3 Reading ACSF Level 4 Reading ACSF Level 5 Reading	LLNR1 LLNR2 LLNR3 LLNR4 LLNR5	MANLLNR	A series of Reading activities that focus on social, community, personal, and workplace skills at level 1 through to 5 aligned to the ACSF standards
ACSF Level 1 Writing ACSF Level 2 Writing ACSF Level 3 Writing ACSF Level 4 Writing ACSF Level 5 Writing	LLNW1 LLNW2 LLNW3 LLNW4 LLNW5	MANLLNW	A series of Writing activities that focus on social, community, personal, and workplace skills at level 1 through to 5 aligned to the ACSF standards
ACSF Level 1 Oral Communication ACSF Level 2 Oral Communication ACSF Level 3 Oral Communication ACSF Level 4 Oral Communication ACSF Level 5 Oral Communication	LLNOC1 LLNOC2 LLNOC3 LLNOC4 LLNOC5	MANLLNOC	A series of Oral Communication activities that focus on social, community, personal, and workplace skills at level 1 through to 5 aligned to the ACSF standards
ACSF Level 1 Numeracy ACSF Level 2 Numeracy ACSF Level 3 Numeracy ACSF Level 4 Numeracy ACSF Level 5 Numeracy	LLNN1 LLNN2 LLNN3 LLNN4 LLNN5	MANLLNN	A series of Numeracy activities that focus on social, community, personal, and workplace skills at level 1 through to 5 aligned to the ACSF standards
ACSF Level 1 Learning ACSF Level 2 Learning ACSF Level 3 Learning ACSF Level 4 Learning ACSF Level 5 Learning	LLNL1 LLNL2 LLNL3 LLNL4 LLNL5	MANLLNL	A series of Learning activities that focus on social, community, personal, and workplace skills at level 1 through to 5 aligned to the ACSF standards
ACSF Level 1 Reading Writing Oral Communication & Learning ACSF Level 2 Reading Writing Oral Communication & Learning ACSF Level 3 Reading Writing Oral Communication & Learning ACSF Level 4 Reading Writing Oral Communication & Learning ACSF Level 5 Reading Writing Oral Communication & Learning	LLNL1 LLNL2 LLNL3 LLNL4 LLNL5	MANLLNL1 MANLLNL2 MANLLNL3 MANLLNL4 MANLLNL5	A series of Learning activities that focus on social, community, personal, and workplace skills at level 1 through to 5 aligned to the ACSF standards of Reading, Writing, Oral Communication & Learning

PURCHASING INFORMATION

All booklets and manuals may be purchased using any of the following methods: telephone, email, fax, post

MWTC P/L

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