

# 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- are aligned to the Australian Core Skills Framework (ACSF) which has superseded the National Reporting System (NRS)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"> <li>• \$20 per booklet</li> <li>• \$60 per manual (6 booklets/chapters or less)</li> <li>• \$100 per manual (7 chapters/booklets or more)</li> <li>• plus \$10 per order postage (all prices exclusive of GST)</li> </ul>
Industry	Manual Codes	Booklet Codes	
▼ Aged Care	<b>Manuals- ACMAN</b> <ul style="list-style-type: none"> <li>➤ Emotional and psychological needs</li> <li>➤ Participate in the workplace</li> <li>➤ safety procedures</li> <li>➤ Communicate</li> <li>➤ Provide personal care</li> </ul>	CHCICS303A CHCORG303A CHCOHS312A CHCCOM302C CHCAC318A	<b>Certificate III in Aged Care Work CHC30208</b> Books available are: CHCICS303A Support individual health and emotional well being CHCORG303A Participate effectively in the work environment CHCOHS312A Follow safety procedures for direct care work CHCCOM302C Communicate appropriately with clients and colleagues CHCAC318A Work effectively with older people
▼ Agriculture	<b>Manual - AGMAN</b> <ul style="list-style-type: none"> <li>➤ Work practice</li> <li>➤ OHS</li> <li>➤ Food production</li> <li>➤ Livestock</li> </ul>	AGFCMN102A AGFCMN103A AGFCMN202A AGFCMN201A	<b>Certificate I in Agri-Food (Pathways) AGF10107</b> Books available are: AGFCMN102A Apply effective work practices AGFCMN103A Demonstrate care and apply safe practices at Work AGFCMN202A Contribute to work activities to produce food AGFCMN201A Contribute to animal care through work activities
▼ Asset Maintenance	<b>Manual - ASSMAN</b> <ul style="list-style-type: none"> <li>➤ Prepare</li> <li>➤ Communicate</li> <li>➤ Safety</li> </ul>	PRMCL40A PRMCL41A PRMCMN101A	<b>Certificate I in Asset Maintenance (Cleaning Operations) PRM10104</b> Books available are: PRMCL40A Prepare for Work in the Cleaning Industry PRMCL41A Apply Basic Communication Skills PRMCMN101A Follow Workplace Safety Arrangements
▼ Automotive	<b>Manual - AUTMAN</b> <ul style="list-style-type: none"> <li>➤ Equipment</li> <li>➤ OHS</li> <li>➤ Communication</li> <li>➤ Customer relations</li> </ul>	AURC270103A AURT270278A BSBCMN103A AURC270688A	<b>Certificate I in Automotive AUR10105</b> Books available are: AURC270103A Apply safe working practices AURT270278A Use and maintain workplace tools and equipment BSBCMN103A Apply basic communication skills AURC270688A Work effectively with others

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<p>▼ Business</p>	<p><b>Manual- BUSMAN</b></p> <ul style="list-style-type: none"> <li>➤ Communication</li> <li>➤ Safety</li> <li>➤ Environment</li> <li>➤ Equipment</li> <li>➤ Keyboard</li> <li>➤ Plan</li> <li>➤ Innovation</li> <li>➤ Service</li> <li>➤ Mail</li> <li>➤ Spreadsheets</li> <li>➤ Word processing</li> <li>➤ Customer service</li> <li>➤ First Aid</li> <li>➤ Project management</li> </ul>	<p>BSBCMM101A BSBOHS201A BSBSUS201A BSBADM101A BSBITU102A BSBIND201A BSBWOR202A BSBLED101A</p> <p>BSBIND201A BSBWOR202A BSBCMM201A BSBWOR203A BSBINM201A BSBINM201A FINSICGEN305A</p> <p>BSBCUS201A (1) BSBCUS201A (2) BSBINN201A BSBOHS201A BSBINM202A BSBITU201A BSBITU202A BSBCUS201A BSBCUS201A BSBCMN218A</p> <p>BSBWRT301A BSBWRT401A BSBPMG507A BSBPMG607A</p>	<p><b>Certificate I in Business BSB10107</b> Books available are: BSBCMM101A Apply Basic Communication Skills BSBOHS201A Follow Workplace Safety Procedures BSBSUS201A Follow Environmental Work Practices BSBADM101A Use Business Equipment BSBITU102A Develop Keyboard Skills BSBIND201A Work effectively in a business environment BSBWOR202A Organise and Complete Daily Work Activities BSBLED101A Plan Skills Development</p> <p><b>Certificate II in Business BSB20107</b> Books available are: BSBIND201A Work effectively in a business environment BSBWOR202AA Organise and Complete Daily Work Activities BSBCMM201A Communicate in the workplace BSBWOR203A Work effectively with others BSBWOR204A Use business technology BSBINM201A Process and maintain workplace information FINSICGEN305A Maintain daily financial/business documents BSBCUS201A (1) Deliver a service to customers BSBCUS201A (2) Provide information to clients BSBINN201A Contribute to workplace innovation BSBOHS201A Participate in OHS procedures BSBINM202A Handle mail BSBITU201A Produce simple word processed documents BSBITU202A Create and use simple spreadsheets BSBCUS201A Participate in environmental work practices BSBCUS201A Deliver a service to customers 1 &amp; 2 HLTFA301B Apply first aid</p> <p><b>Certificate III in Business BSB30107</b> Books available are: BSBWRT301A Write Simple Documents</p> <p><b>Certificate IV in Business BSB40107</b> Books available are: BSBWRT401A Write Complex Documents</p> <p><b>Diploma in Business BSB50107</b> Books available are: BSBPMG507A Manage Project Communications</p> <p><b>Advanced Diploma in Business (Record Keeping) BSB60107</b> Books available are: BSBPMG607A Direct Communications Management of Multiple Projects/Programs</p>
<p>▼ Children's Services</p>	<p><b>Manual - CHSMAN</b></p> <ul style="list-style-type: none"> <li>➤ Health &amp; safety</li> <li>➤ Illness</li> <li>➤ Care</li> <li>➤ Nutrition</li> <li>➤ Duty of Care</li> </ul>	<p>CHCCN301A (1) CHCCN301A (2) CHCCN302A CHCCN303A CHCCHILD404A</p>	<p><b>Certificate III in Children's Services CHC30708</b> Books available are: CHCCN301A (1) Ensure Children's Health and Safety &amp; CHCCN301A (2) Respond to Illness Accidents and Emergencies CHCCN302A Provide care for children CHCCN303A Contribute to provision of nutritionally balanced food in a safe and hygienic manner CHCCHILD404A Support the rights and safety of children and young people</p>

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<p>▼ Community Services</p>	<p><b>Manual – CMSMAN</b></p> <ul style="list-style-type: none"> <li>➤ Prepare</li> <li>➤ OHS</li> <li>➤ Communicate</li> </ul>	<p>CHCCS401B HLTOHS200A CHCCOM201C</p>	<p><b>Certificate I in Work Preparation (Community Services) CHC1018</b> Books available are: CHCCS401B Facilitate responsible behaviour HLTOHS200A Participate in OHS processes CHCCOM201C Communicate with people accessing the services of the organisation</p>
<p>▼ Disability</p>		<p>CHCOHS312A</p>	<p><b>Certificate III in Disability Work CHC30308</b> CHCOHS312A Follow safety procedures for direct care work</p>
<p>▼ Employability</p>	<p><b>Manual - EMPMAN</b></p> <ul style="list-style-type: none"> <li>➤ Teams</li> <li>➤ Appropriateness</li> <li>➤ Ethics</li> <li>➤ Communicate</li> <li>➤ Problem-solving</li> <li>➤ Technology</li> <li>➤ Planning</li> </ul>	<p>EMPTM EMPBA EMPWE EMPCOM EMPPS EMPTL EMPPLAN</p>	<p><b>Employability (Key Competency) Or Essential Skills</b> 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 and organising information – Planning</p>
<p>▼ Construction</p>	<p><b>Manual - CONMAN</b></p> <ul style="list-style-type: none"> <li>➤ OHS</li> <li>➤ Work practice</li> <li>➤ Planning</li> <li>➤ Communicate</li> </ul>	<p>CPCCCM1002A PCCCM1003A CPCCCM1004A CPCCVE1001A CPCCOHS1001A CPCCCM1001A CPCCCM1005A CPCCCM2004A</p>	<p><b>Certificate I in Construction CPC10108</b> Books available are: CPCCCM1002A Work effectively and sustainably in the construction industry PCCCM1003A Plan and organise work CPCCCM1004A Conduct workplace communication CPCCVE1001A Undertake a basic construction project CPCCOHS1001A Work safely in the construction industry CPCCCM1001A Undertake basic estimation and costing CPCCCM1005A Carry out measurements and calculations CPCCCM2004A Handle construction materials</p>
<p>▼ Health Support</p>	<p><b>Manual - HELMAN</b></p> <ul style="list-style-type: none"> <li>➤ Laundry</li> <li>➤ Cleaning</li> <li>➤ Patient</li> <li>➤ Food</li> </ul>	<p>HLTIN301A (LS), HLTIN301A (CSS) HLTIN301A (CPS) HLTIN301A (FSS)</p>	<p><b>Certificate I in Health HLTIN1A</b> 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>

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<p>▼ Horticulture</p>	<p><b>Manual - HOTMAN</b></p> <ul style="list-style-type: none"> <li>➤ Prepare</li> <li>➤ Conservation</li> <li>➤ Nursery</li> <li>➤ Landscape</li> <li>➤ Turf</li> <li>➤ Gardening</li> <li>➤ Irrigation</li> <li>➤ Arboriculture</li> <li>➤ Horticulture</li> </ul>	<p>RTC1801A RTD1501A RTF1007A RTC1201A RTC1006A RTC1202A RTC1301A RTC1302A RTC1701A RTF1004A RTF1003A RTE1601A RTF1002A RTE1005A</p>	<p><b>Certificate I in Horticulture RTF10103</b> Books available are: RTC1801A Prepare for Work RTD1501A Support Natural Area Conservation RTF1007A Support Floricultural Production RTC1201A Maintain The Workplace RTC1006A Support Nursery Work RTC1202A Support Landscape Work RTC1301A Operate Basic Machinery And Equipment RTC1302A Assist With Routine Maintenance of Machinery and Equipment RTC1701A Follow Basic Chemical Safety Rules RTF1004A Support Gardening Work RTF1003A Support Turf Work RTE1601A Support Irrigation Work RTF1002A Support Arboriculture Work RTE1005A Support Horticultural Production</p>
<p>▼ Hospitality</p>	<p><b>Manual -HOSMAN</b></p> <ul style="list-style-type: none"> <li>➤ Colleagues</li> <li>➤ Social diversity</li> <li>➤ OHS</li> <li>➤ Hygiene</li> <li>➤ Industry</li> <li>➤ Finance</li> <li>➤ Supplies</li> <li>➤ Communicate</li> <li>➤ Stock control</li> </ul>	<p>SITXCOM001A SITXCOM002A SITXOHS001A SITXOHS002A SITHIND001A  SITHCCC003A SITXENV002A SITXFIN003A SITXHRM003A SITXFIN004A SITXCOM004A SITXINV002A SITXADM001A SITXINV001A</p>	<p><b>Certificate I in Hospitality SIT10207</b> Books available are: SITXCOM001A Work with colleagues and customers SITXCOM002A Work in a socially diverse environment SITXOHS001A Follow health, safety and security procedures SITXOHS002A Follow workplace hygiene procedures SITHIND001A Develop and update hospitality industry knowledge <b>Certificate II in Hospitality SIT20207</b> <b>These units apply within Certificate II – Advanced Diploma</b> Books available are: SITHCCC003A Receive and store kitchen supplies SITXENV002A Implement and monitor environmentally sustainable work practices SITXFIN003A Interpret financial information SITXHRM003A Roster staff SITXFIN004A Manage finances within a budget SITXCOM004A Communicate on the Telephone SITXINV002A Control and order stock SITXADM001A Perform office procedures SITXINV001A Receive and store stock</p>
<p>▼ Information Technology</p>	<p><b>Manual - ITMAN</b></p> <ul style="list-style-type: none"> <li>➤ PCs</li> <li>➤ Word processing</li> <li>➤ Spreadsheets</li> <li>➤ Database</li> <li>➤ Presentation</li> <li>➤ Internet &amp; email</li> </ul>	<p>ICAU1128A ICAU1129A ICAU1130A ICAU1132A ICAU1133A ICAU2005A</p>	<p><b>Certificate I in Information Technology ICA10105</b> 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 and retrieve information using web browsers and email ICAU2005A Operate computer hardware</p>

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<p>▼ Retail</p>	<p><b>Manual - RETMAN</b></p> <ul style="list-style-type: none"> <li>➤ Housekeeping</li> <li>➤ Communicate</li> <li>➤ Equipment</li> <li>➤ OHS</li> <li>➤ Theft</li> <li>➤ Register</li> <li>➤ stock</li> </ul>	<p>SIRXCLM001A SIRXCOM001A SIRXICT001A SIRXOHS001A SIRXIND01A</p> <p>SIRXCCS001A SIRXRSK001A SIRXFIN001A SIRXCCS002A SIRXINV001A</p>	<p><b>Certificate I in Retail Operations SIR10107</b> Books available are: SIRXCLM001A Perform Routine Housekeeping Duties SIRXCOM001A Communicate in the Workplace SIRXICT001A Operate Retail Equipment SIRXOHS001A Apply Safe Working Practices SIRXIND01A Work Effectively in a Retail Environment</p> <p><b>Certificate II in Retail Operations SIR20207</b> Books available are: SIRXCCS001A Apply Point of Sale Handling Procedures SIRXRSK001A Minimise Theft SIRXFIN001A Balance Point of Sale Terminal SIRXCCS002A Interact with Customers SIRXINV001A Perform Stock Control Procedures</p>
<p>▼ Security</p>	<p><b>Manual - SECMAN</b></p> <ul style="list-style-type: none"> <li>➤ Customers</li> <li>➤ OHS</li> <li>➤ Team</li> <li>➤ Risk</li> <li>➤ Communicate</li> </ul>	<p>CPPSEC2003A CPPSEC2006A CPPSEC2002A HLTFA301B CPPSEC2005A CPPSEC1001A CPPSEC2001A</p>	<p><b>Certificate II in Security Operations RRS20103</b> Books available are: CPPSEC2003A Work effectively in the security industry CPPSEC2006A Provide Security Services to Customers CPPSEC2002A Follow workplace safety procedures in the security industry HLTFA301B Apply first aid CPPSEC2005A Work as part of a security team CPPSEC1001A Identify and report security risk situations CPPSEC2001A Communicate effectively in the security industry</p>
<p>▼ Transport</p>	<p><b>Manual - TRANMAN</b></p> <ul style="list-style-type: none"> <li>➤ Secure</li> <li>➤ Clean</li> <li>➤ Shift</li> <li>➤ OHS</li> <li>➤ Orientation</li> <li>➤ Security</li> </ul>	<p>TLIA107C TLIB2407B TLID107C TLIF107C TLIG107C TLIL107C TLIO207D</p>	<p><b>TLIPC107 Certificate I in Transport and Logistics (Pathways)</b> Books available are: TLIA107C Secure Cargo TLIB2407B Clean Transportation Units and Facilities for Passenger Use TLID107C Shift Materials Safely Using Manual Handling Methods TLIF107C Follow OHS Procedures TLIG107C Work Effectively with Others TLIL107C Complete Workplace Orientation/Induction Procedures TLIO207D Follow Security Procedures</p>
<p>▼ Youth</p>		<p>CHCYTH1C</p>	<p><b>Certificate III in Youth Work CHC41808</b> CHCYTH1C Work effectively with young people</p>

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## Industry Focus

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

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## Language & Literacy Manuals

Manuals currently available for the CODE		<u>Australian Core Skills Framework (ACSF)</u>
<b>Introductory</b> Language & Literacy	LLNNYA	This booklet provides introductory activities to the alphabet and numbers patterns
<b>ACSF Level 1</b> Language, Literacy & Numeracy	LLNONE	Each booklet provides reading, writing, numeracy, speaking and learning activities in these contexts: <ul style="list-style-type: none"> <li>➤ living in the community</li> <li>➤ participating in groups</li> <li>➤ personal development</li> <li>➤ procedures in social and workplace situations</li> <li>➤ the use of technology</li> <li>➤ in the workplace</li> </ul>
<b>ACSF Level 2</b> Language, Literacy & Numeracy	LLNTWO	Each booklet provides reading, writing, numeracy, speaking and learning activities in these contexts: <ul style="list-style-type: none"> <li>➤ living in the community</li> <li>➤ participating in groups</li> <li>➤ personal development</li> <li>➤ procedures in social and workplace situations</li> <li>➤ the use of technology</li> <li>➤ in the workplace</li> </ul>
<b>ACSF Level 3</b> Language, Literacy & Numeracy	LLNTHREE	Each booklet provides reading, writing, numeracy, speaking and learning activities in these contexts: <ul style="list-style-type: none"> <li>➤ living in the community</li> <li>➤ participating in groups</li> <li>➤ personal development</li> <li>➤ procedures in social and workplace situations</li> <li>➤ the use of technology</li> <li>➤ in the workplace</li> </ul>
<b>IELTS aligned</b>	<b>Codes for booklets</b>	<b>ACSF Level 1 -5</b>
▼ IELTS aligned Learner Guides	IELTS - SIRXCOM001A IELTS - BSBCMN103A IELTS - BSBCMN203A IELTS - BSBCMN420A IELTS - BSBPM507A IELTS - BSBPM607A	Books available are: <b>Certificate I in Retail Operations SIR10107</b> SIRXCOM001A Communicate in the Workplace <b>Certificate I in Business BSB10107</b> BSBCMN103A Apply Basic Communication Skills <b>Certificate II in Business BSB20107</b> BSBCMN203A Communicate in the Workplace <b>Certificate IV in Business BSB40107</b> BSBCMN420A Write Complex Documents <b>Diploma in Business BSB50107</b> BSBPM507A Manage Project Communications <b>Adv Diploma in Business(Recording Keeping) BSB60107</b> BSBPM607A Direct Communications Management of Multiple Projects/Programs

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Booklets aligned to ACSF Levels 1 -5	Codes	Reading    Writing Oral Communication Numeracy    Learning
<u>ACSF Level 1 Reading</u> <u>ACSF Level 2 Reading</u> <u>ACSF Level 3 Reading</u> <u>ACSF Level 4 Reading</u> <u>ACSF Level 5 Reading</u>	LLNR1 LLNR2 LLNR3 LLNR4 LLNR5	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
<u>ACSF Level 1 Writing</u> <u>ACSF Level 2 Writing</u> <u>ACSF Level 3 Writing</u> <u>ACSF Level 4 Writing</u> <u>ACSF Level 5 Writing</u>	LLNW1 LLNW2 LLNW3 LLNW4 LLNW5	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
<u>ACSF Level 1 Oral Communication</u> <u>ACSF Level 2 Oral Communication</u> <u>ACSF Level 3 Oral Communication</u> <u>ACSF Level 4 Oral Communication</u> <u>ACSF Level 5 Oral Communication</u>	LLNOC1 LLNOC2 LLNOC3 LLNOC4 LLNOC5	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
<u>ACSF Level 1 Numeracy</u> <u>ACSF Level 2 Numeracy</u> <u>ACSF Level 3 Numeracy</u> <u>ACSF Level 4 Numeracy</u> <u>ACSF Level 5 Numeracy</u>	LLNN1 LLNN2 LLNN3 LLNN4 LLNN5	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
<u>ACSF Level 1 Learning</u> <u>ACSF Level 2 Learning</u> <u>ACSF Level 3 Learning</u> <u>ACSF Level 4 Learning</u> <u>ACSF Level 5 Learning</u>	LLNL1 LLNL2 LLNL3 LLNL4 LLNL5	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

# Training that Creates Change

## Purchasing

All books may be purchased using either of the following methods: email, fax, post

MWTC P/L

Telephone: (07) 3283 3311

Fax: (07) 3283 3322

Email: [orders@mwtrain.com.au](mailto:orders@mwtrain.com.au)

PO Box 71 Scarborough 4020 Queensland Australia

