

Business, Finance and Training and Assessment Toolboxes

Financial Services



Accounting

207

The learner is given the role of a temporary employee and is expected to undertake one or several jobs. Each job represents a unit of competency to work through.



Financial Services - Retail

406

The competencies covered in this Toolbox are aimed at Tellers, Customer Service Officers, Frontline Staff and trainees working in the Financial Services sector.



Financial Services

603

Supporting the Certificate III in Financial Services, this Toolbox is suitable for TAFE students and new recruits within the Financial Services Industry.

Training and Assessment



Certificate IV in Training and Assessment

607

One elective and 12 core units are arranged into four streams; Learning Design, Delivery and Facilitation, Learning Environment and Assessment.



RPL Guide for Training and Assessment

Take advantage of the features of this flexible Guide for providing a recognition of prior learning tool for your staff or students. It can be used in conjunction with Toolbox 607.



Training and Assessment E-learning Electives

808

These units can be used as chosen electives in either the Certificate IV or Diploma. Also beneficial to VET trainers or assessors who would like to develop their skills.

Business Services



Legal Administration

202

The learner assumes the role of a Legal Administration Assistant for a virtual law firm and is encouraged to explore the office and access the learning resources available.



Small Business Management

504

Designed to support learners who may be undertaking the small business management competencies as part of a complete qualification or already running a business.



Admin 2

505

Set in ValleyView Publishing, a fictional company with an overarching project brief to establish a new multimedia branch operation.



Human Resources

506

Taking on the role of general manager of Human Resources, learners complete up to nine projects at STAR Industries - a fictional organisation.



Frontline Management - Up Front!

601

Using the 'See-Try-Apply' model, this Toolbox empowers learners to quickly gain a practical understanding of a skill, and apply it to their own workplace.



Frontline Management 2

809

This extension to Up Front! - 601 adds three Diploma competencies to the Frontline Management offering, and includes the Recognition and Learning Plan tool.