

Flexible Learning Toolboxes

What is a Toolbox?

Flexible Learning Toolboxes (Toolboxes) are high quality, cost effective interactive e-learning and assessment resources featuring scenarios, images and activities. Toolboxes can be purchased as an entire resource on a CD-ROM that can be installed on a server or used on a stand-alone computer. Alternatively, smaller self-contained components of Toolbox resources (learning objects) can be downloaded free from the Toolbox Repository.

All Toolboxes support nationally endorsed training packages and are designed for use by registered training organisations (RTOs), business and industry.

Toolboxes have been developed with on-going funding and support through the national training system's e-learning strategy, the Australian Flexible Learning Framework (Framework) since 2000. Collaboratively funded by the Australian Government and all States and Territories, the Framework provides the vocational education and training (VET) system with the essential e-learning infrastructure and expertise needed to respond to the challenges of a modern economy and the training needs of Australian businesses and workers.

How can Toolboxes help me?

Teachers and trainers can use more than 110 Toolboxes, helping them to deliver approximately 190 qualifications and supporting over 1,000 units of competency, from a wide range of nationally endorsed training packages. Toolboxes have been designed to be used by RTOs, business and industry, delivering on and off the job training.

Toolboxes cover a diverse range of educational and industry areas including the Certificate IV in Training and Assessment, Horticulture, Information Technology, Tourism, Frontline Management, Health, Indigenous Awareness and more.

Toolbox Repository

The Toolbox Repository is a bank of learning objects available for teachers and trainers to download for free, for use with their learners. A learning object is a self contained sequence of e-learning content which is designed to be easily discovered, modified and reused in different teaching and learning contexts. Over 1,800 learning objects supporting a range of industries, training packages and competency units are currently available in the repository.

To access the Toolbox Repository visit: flexiblelearning.net.au/toolbox/repository/

How much do Toolboxes cost and how can I get one?

Toolboxes cost approximately AUD\$400. Each Toolbox comes with a teacher guide and installation booklet, and can be customised to suit different learner or workplace training needs. Toolboxes can be copied and distributed within a RTO or workplace free of charge, provided they are not on-sold for commercial gain or made publicly available.

To purchase a Toolbox contact:

Technical and Vocational Education and Training (TVET) Australia Limited

Phone: (03) 9832 8188 Fax: (03) 9832 8199

Email: sales@tvetaustralia.com.au

Web: productservices.tvetaustralia.com.au/



flexible learning
Toolboxes



Australian Government

Department of Education, Employment
and Workplace Relations

Training package area	Toolbox name and code
Aeroskills	Airworthiness Administration – 11.01 Diploma of Aeroskills (Avionics), Diploma of Aeroskills (Mechanical)
Amenity Horticulture & Rural Production	Amenity Horticulture – 605 Certificate III – Diploma of Horticulture, Certificate II – IV in Irrigation
Asset Maintenance	Squeak eClean – 13.07 Certificate II in Asset Maintenance (Cleaning Operations)
Asset Security	On Your Guard – 501 Certificate II in Security Operations
	Security & Risk Management – 502 Certificate IV in Security & Risk Management
Automotive Industry Retail, Service & Repair	Panel Beating – 503 Certificate III in Automotive (Vehicle Body – Panel Beating)
	Automotive Sales, Mechanical Technology & Vehicle Body – 902 Certificate III in Automotive Mechanical Technology, Automotive Sales & Automotive Vehicle Body
Business Services	Legal Administration – 202 Certificate III in Business (Legal Administration)
	Human Resources – 506 Diploma of Business (Human Resources)
	Frontline Management – 601 Certificate IV in Business (Frontline Management)
	Frontline Management ₂ – 809 Diploma of Business (Frontline Management)
	My Micro Business – 11.05 Certificate III in Micro Business Operations
	Small Business Management – 12.12 Certificate IV in Business (Small Business Management)
	Admin ₃ – 12.13 Diploma of Business, Diploma of Business Administration
Chemical, Hydrocarbons & Oil Refining	Chemical & Oil Refining – 204 Certificate I – IV in Process Plant (Skills, Operation & Technology)
Community Services	Alcohol & Other Drugs Work – 205 Certificate II – IV in Community Services (Alcohol & Other Drugs Work)
	Aged Care RPL Guide Recognised Prior Learning for Certificate III in Aged Care
	Youth Work – 301 Certificate IV in Community Services (Youth Work)
	Disability & Mental Health – 402 Certificate II – IV in Community Services (Disability & Mental Health)
	Policy, Research & Advocacy – 403 Certificate IV – Diploma of Community Services (Policy Development, Research & Systems Advocacy)
	Grange Care Services – 602 Certificate III in Aged Care Work / Home & Community Care
	Employment Consultant Skills – 903 Certificate IV in Employment Services
	Children's Services – Cybertots – 12.11 Certificate III in Community Services (Children's Services)
Competitive Manufacturing	Manufacturing – 10.04 Certificate IV in Competitive Manufacturing
Conservation & Land Management	Conservation & Land Management – 507 Certificate II in Conservation & Land Management
Construction, Plumbing and Services	Licensed to Plumb – 12.01 Certificate IV in Plumbing and Services
	Licensed to Plumb II – 13.01 Certificate IV in Plumbing and Services (Operations stream)
Correctional Services	Correctional Services – Working With Clients With Complex Needs – 701 Certificate III & IV in Correctional Practice
Drilling Industry	Methods of Drilling – 706 Certificate II in Drilling

Training package area	Toolbox name and code
Electrotechnology Industry	Electrotechnology – Security – 404 Certificate II in Electrotechnology Servicing
	Sustainable Energy – 707 Certificate I in Sustainable Energy
	Electrotech – 12.04 Certificate III in Electrotechnology (Electrician)
	Harness the Sun – 13.02 Certificate IV in Electrical – Photovoltaic Systems
	Fresh or Freezing – 13.06 Certificate II to Certificate IV Refrigeration and Air – Conditioning
Film, TV, Radio & Multimedia	Animation – 405 Certificate II & III in Screen (Animation)
Film, TV, Radio & Multimedia & Information Technology	Multimedia Design – 303 Advanced Diploma of Multimedia, Certificate IV in Information Technology (Website Design)
Financial Services	Accounting – 207 Diploma & Advanced Diploma of Accounting
	Financial Services – Retail – 406 Certificate III in Financial Services
	Financial Services – 603 Certificate III in Financial Services
	A Balancing Act – 11.06 Certificate IV in Financial Services (Bookkeeping)
Fitness	Fitness Online – 805 Certificate IV in Fitness
Food Processing	Food Processing – 604 Certificate III in Food Processing
	Food Safety Auditor – 901 Certificate IV & Diploma of Food Processing
Forest and Forest Products	Timber – 12.05 All Certificate II and III qualifications in the FPI05 training package.
	Timber ‘Plus’ – 13.05 ‘Core’ and ‘common technical’ competencies from Certificate II and III qualifications.
Furnishing	Custom Made Furniture – 802 Certificate III in Furniture Making
	Furniture Making & Design – 803 Certificate III in Furniture Making (Cabinet Making & Wood Machining)
General Construction	Building & Construction – 401 Certificate III in General Construction
	BuildRight – 10.01 Certificate IV in Building & Construction (Building)
Hairdressing	Cyber Hair Studio – 407 Certificate II & III in Hairdressing
Health	Infection Control – 702 Three competencies relevant to a wide range of qualifications and employees within the health industry.
	Food Safety – 703 Community Services and Health Training Australia have identified these four units as priority areas.
	Health Training – 704 The unit – HLTHIR1A Work effectively in the Health Industry – appears in over twenty qualifications.
	Help from Within – Working with Aboriginal and Torres Strait Islander clients – 11.03 Certificate II in Aboriginal and/or Torres Strait Islander Primary Health Care
	Indigenous Spiritual Wellbeing – 12.03 Certificate III and Certificate IV in Aboriginal and Torres Strait Islander Primary Health Care
Horticulture	Horticulture – 304 Certificate II in Horticulture
	Turf Management – 408 Certificate I – III in Horticulture (Turf Management)

Training package area	Toolbox name and code
Hospitality	Kitchen Operations – 409 Certificate II in Hospitality (Kitchen Operations)
Hospitality & Tourism	Tourism & Hospitality – 110 Certificate III in Tourism (Travel Sales) & Hospitality (Accommodation Services)
	Hospitality & Tourism Management – 209 Certificate IV – Advanced Diploma in Supervision, Management, Marketing and Product Development
Information Technology	Programmer's Workbench - 210 Certificate IV in Information Technology (Programming)
	Systems Analysis & Design – 211 Certificate IV in Information Technology (Systems Analysis & Design)
	Database Administration – 306 Certificate IV in Information Technology (Database Administration)
	Network Engineering – 307 Diploma of Information Technology (Network Engineering)
	Website Design – 410 Certificate IV in Information Technology (Website Design)
	Knowledge Management – 411 Diploma of Information Technology (Knowledge Management)
	e-Commerce – 906 Diploma of Information Technology (Web Development)
Laboratory Operations	Laboratory Operations – 412 Certificate III in Laboratory Skills, Certificate IV in Laboratory Techniques, Diploma of Lab Technology
	Diploma of Laboratory Technology – 508 Diploma of Laboratory Technology
	Laboratory Management – 509 Advanced Diploma of Laboratory Operations
Local Government	Local Government – 310 Diploma of Local Government (Governance Administration)
Manufacturing	Sustainable Manufacturing – 13.04 Relevant to qualifications from Certificate II to Advanced Diploma
Maritime	Maritime Operations – 510 Certificate II in Transport & Distribution (Maritime)
Meat Industry	Meat Safety – 414 Certificate III in Meat Processing (Meat Safety)
Metal & Engineering Industry	The Turning Force – 511 Certificate II – IV in Engineering (Production Technology, Systems, Mechanical, Fabrication, Technician)
	Fabrication – 905 Certificate III in Engineering (Fabrication Trade)
Metalliferous Mining, Coal & Extractive Industries	Mining – 311 Certificate II – IV in Metalliferous Mining Operations, Coal Operations & Extractive Industries
Museum & Library/Information Services	Library & Information Services – 309 Certificate IV in Library & Information
Music Industry	Diary of a Sound Hound – 512 Certificate IV in Music Industry (Technical Production)
	Music Box – 13.03 Certificate II in Music
National Public Services	Developing People in Government – 514 Certificate IV in Government
Plastics, Rubber & Cablemaking	Injection Moulding – 312 Certificates II & III in Process Manufacturing
Process Manufacturing	Optimate – 11.07 Certificate III in Process Manufacturing
Property Development & Management	Virtual Realty – 513 Certificate IV in Property (Real Estate)
Property Services	Satellite City – 12.02 Certificate IV in Spatial Information Services and Certificate IV in Surveying

Training package area	Toolbox name and code
Public Safety	Public Safety – 904 Certificate II - Diploma of Public Safety (Firefighting, Emergency Operations, Community Safety)
Racing	They're Racing – 801 Certificate II & III in Racing (Stablehand, Owner Trainer, Trackwork Rider, Harness Driver)
Retail	Retail Operations – 212 Certificate I in Retail Operations
	Retail Supervision – 313 Certificate III in Retail Supervision
	Retail Management – 314 Certificate IV in Retail Management
	Retailer – 10.05 Certificate II in Retail
	Retailer 2 – 12.06 Certificate II in Retail
Seafood Industry	Aquaculture – Farm Diversification – 315 Certificate II in Seafood Industry (Aquaculture)
	Inland Aquaculture – 416 Certificate III – Diploma of Seafood Industry (Aquaculture)
Sport Industry	Facilities Management – 705 Diploma & Advanced Diploma of Sport & Recreation
Telecommunications	Call Centre Leadership – 316 Certificate III & IV in Communications (Call Centres & Customer Contact)
	Call Centres – Certificate II – 317 Certificate II in Telecommunications (Call Centres)
	Call Centre Faults, Credit, Enquiries – 417 Certificate II – IV in Customer Contact
	Call Centre Customer Contact – 418 Certificate II – IV in Customer Contact
Textiles, Clothing & Footwear	Fashion – Clothing Production – 515 Certificate I – III in Clothing Production
Tourism	Indigenous Ecotourism – 318 Certificate IV in Tourism (Natural & Cultural Heritage)
	Marketing Tourism Products – 319 Diploma of Tourism (Marketing & Product Development)
	How Eventive – 806 Diploma of Event Management
	Events Alive! – 11.08 Diploma of Events, Advanced Diploma of Events
Training & Assessment	Certificate IV in Training & Assessment – 12.09 Certificate IV in Training & Assessment
	Training & Assessment E-learning Electives – 12.10 Diploma of Training & Assessment
Transport & Distribution	The Virtual Warehouse – 213 Certificate II in Transport & Distribution (Warehousing)
	Road Transport – 708 Certificate II in Transport & Distribution (Road Transport)
Water	Central Water – 10.02 Certificate III in Water Industry Operations
	H ₂ Online – 10.03 Certificate III in Water Industry Operations
	Flows – 11.04 Certificate I in Water Sustainability

Toolboxes has a policy for updating popular Toolboxes to meet current training package requirements.

To check the availability of Toolboxes and to purchase products please visit: flexiblelearning.net.au/toolbox

Equity Toolboxes

Equity area	Toolbox name and code
Conservation & Land Management	Cultural Resource Management – 518 Certificate II – IV in Conservation & Land Management
General Construction	General Construction Building Skills – 517 Certificate I – III in Construction
Horticulture	Horticulture for Indigenous Learners – 422 Certificate II in Horticulture
Information Technology	Information Technology – Truvision – 419 IT Help Desk for Vision Impaired Learners. Certificate I in Information Technology
Local Government	Learning about Native Title – 423 Underpinning knowledge resources for units in Certificate I – III in Governance & Administration, Certificate IV in Management of Physical Environment, as well as units in local government, land conservation and management qualifications.
Music Industry	Deadly Jam Music Festival – 516 Certificate II – IV in Music (Foundation, Technical Production & Business)
Not aligned with a training package	The World of Work – 420 Certificate I in Work Education (Vic) – also mapped to Australia-wide courses. Basic Skills in the Cybercentre – 424 Levels I – III National Reporting System in Reading, Writing & Numeracy Workplace Trainer (Literacy & Numeracy) – 425 For trainers/assessors supporting learners with literacy & numeracy needs in Certificate in General Education for Adults & other qualifications at Australian Qualifications Framework Levels I & II Where's the Party At? – 519 Aligns to Certificate in General Education for Adults (Literacy and Numeracy) Interactive Ochre – 907 Indigenous Cultural Awareness

Where can I get more information?

The Toolbox website includes guidelines for developers, case studies, national reports on the usage of Toolboxes, and current news. The website also includes detailed information about each Toolbox, related training packages, qualifications and competencies, and previews of the Toolbox resources: flexiblelearning.net.au/toolbox/

Where can I get support?

Support is available for Toolbox users via the Toolbox Champions or through the Toolbox help desk.

Toolbox Champions

A Toolbox Champion Support Service operates in every state and territory to support the implementation of Toolboxes. They are available to:

- organise and conduct professional development activities
- mentor teams wishing to implement Toolboxes
- provide advice about using Toolboxes
- disseminate information and broker other types of support such as customisation.

The Toolbox Champions service assists private RTOs, industry bodies, TAFE, ACE and VET in Schools in the successful implementation of Toolboxes.

For contact details for the Toolbox Champion in your state or territory visit: flexiblelearning.net.au/toolbox/champions/

Help desk

For technical support contact the Toolbox help desk:

Phone: 1300 736 710

Email: toolboxhelp@flexiblelearning.net.au