

September 2011

# Product

# Catalogue



**ACCREDITED**  
**EDUCATION & TRAINING** PTY LTD

[www.aet.edu.au](http://www.aet.edu.au)



Accredited Education & Training P/L

PO Box 165, Watsonia Vic 3087

P | 03 9435 3666

F | 03 9435 3655

W | [info@aet.edu.au](mailto:info@aet.edu.au)

**Assessment Tools**

**Mapping Documents**

**Delivery & Assessment Strategies**

[www.aet.edu.au](http://www.aet.edu.au)



# AET Assessment Resources

At AET, we are experts in the development and customisation of AQTF compliant Assessment Tools.

## AET ASSESSMENT RESOURCES

### Our lead instructional designer

- has high level expertise in training and assessment
- has over 17 years experience in education
- has set up and consulted to over 100 private local, not-for-profit and CRICOS registered RTO's throughout Australia
- currently owns and operates an RTO in Victoria (Accredited Education & Training - RTO TOID 21639)
- has trained and assessed hundreds of students in Certificate IV in Training and Assessment (and its predecessor – Cert IV in AWT)
- has assisted RTO's with extension to scope in over 18 different training packages
- holds Certificate IV in Training & Assessment, Diploma of Training & Assessment, along with 14 other qualifications (Vocational and Tertiary)

### All AET Assessment Tools:

- include instructions for students
- include instructions for assessors
- have comprehensive checklists for all practical assessments (unpacked from the unit requirements to resemble real vocational processes – to allow recording of observable behaviour)
- include sample answers for all questions, allowing benchmarking against required competency levels
- include detailed mapping against the **full** unit of competency (Performance Criteria, Elements, Critical Aspects, Required / Underpinning Knowledge and Skills, Range Statement Requirements, etc.)
- are mapped to employability skills (full qualifications only)
- can be contextualised to suit the requirements of your clients
- are provided in Microsoft Word format – allowing you to make any modifications you see fit
- allow for unlimited reprints within the purchasing RTO. This means **no annual fees!**
- are used by over 400 RTO's throughout Australia
- regularly pass audits all over Australia (with over 400 RTO's)
- are backed by our unsurpassed service. In the rare event that your auditor deems them non-compliant on your first audit, call us. We stand by and support all our products!
- are competitively priced at just **\$250 + GST** per unit of competency.



# What is Assessment?

Assessment is the process of collecting evidence and making judgements on whether competency has been achieved - to confirm that an individual can perform to the standard expected in the workplace, as expressed by the relevant endorsed industry/enterprise competency standards of a Training Package or by the learning outcomes of an accredited course.

From AQTF Standards for RTOs

## Technical Principles of Assessment.

The Technical Principles of Assessment are rules each RTO must follow when planning, conducting and reviewing candidate assessment. The 4 principles of assessment are detailed below:

### **VALIDITY**

A valid assessment will assess what it claims to assess.

AET Assessment Tools promote validity of assessment through:

- covering the full range of skills and knowledge required to demonstrate competency.
- sampling the range of skills and knowledge required to determine competency
- including multiple approaches to assessment for every unit of competency
- resembling the workplace through simulated or on-the-job assessments as appropriate
- including mapping to demonstrate how the assessment tool assesses what it claims to assess

### **RELIABILITY**

Reliable assessment uses methods and procedures that ensure the competency standards are interpreted and applied consistently from person to person and from context to context.

AET Assessment Tools promote reliability of assessment through:

- providing clear, unambiguous and well documented assessment tasks.
- providing a consistent summative assessment approach for your assessors
- collecting evidence from a range of locations and times
- including comprehensive checklists for all practical assessments (unpacked from the unit requirements to resemble real vocational processes – to allow recording of observable behaviour)
- including sample answers for all questions, allowing benchmarking against required competency levels



**FLEXIBILITY**

Flexible assessment ensures each candidate is involved in a participatory assessment process.

AET Assessment Tools promote flexibility of assessment through:

- including a RPL process for each unit (call us for more details)
- allowing the RTO to modify and contextualise the assessment to reflect the students vocational needs

**FAIRNESS**

An assessment system and its processes must not disadvantage or discriminate any person or organisation.

AET Assessment Tools promote fairness of assessment through:

- providing detailed candidate information for each assessment task (to help the candidate understand clearly what is expected)
- ensuring equitability for all candidates

## Rules of Evidence.

The rules of evidence are closely related to the assessment principles and provide guidance on the collection of evidence to ensure that it is valid, sufficient, authentic and current. The 4 rules of evidences are detailed below:

**CURRENCY**

Current evidence will ensure a candidate has the required skills and knowledge at the time of assessment, and the evidence reflects current workplace processes and equipment.

AET Assessment Tools promote currency of evidence through:

- allowing for the recording of current skills and knowledge
- using current vocational processes
- referring to current workplace equipment
- allowing for simulated and/or on the job assessments



## **SUFFICIENCY**

Sufficient evidence will cover all the elements, performance criteria and required range of variables in the standards against which assessment is to be carried out.

AET Assessment Tools promote sufficiency of evidence through:

- including a detailed mapping document to map all evidence collected to the full unit of competency
- allows for multiple observations for practical tasks (as required) to ensure depth of evidence is collected

## **VALIDITY**

Valid evidence will allow for consistent judgement for all evidence collected, both now and in the future.

AET Assessment Tools promote validity of evidence through:

- allowing for the recording of all evidence
- including comprehensive checklists for all practical assessments (unpacked from the unit requirements to resemble real vocational processes – to allow recording of observable behaviour)
- including sample answers for all questions, allowing benchmarking against required competency levels

## **AUTHENTICITY**

The evidence collected is authentic that is, it is actually derived from valid sources and is directly attributable to the individual.

AET Assessment Tools promote authenticity of evidence through:

- allowing for direct observation of skills and knowledge
- allowing the RTO to check submitted work for plagiarism (in accordance with your RTO policies and procedures)



# How to Order

To place an order, please complete order form found on the next page, and forward via:

AET ASSESSMENT RESOURCES



**Post:**

Mail your order form with payment to:  
Accredited Education & Training Pty Ltd  
PO Box 165  
WATSONIA VIC 3087



**Fax:**

Fax your order form to: 03 9435 3655



**Email:**

Scan and email your order to: [info@aet.edu.au](mailto:info@aet.edu.au)



**Phone:**

Call us to discuss you order on: 03 9435 3666



**Dispatch:**

All orders will be dispatched via CD / DVD and sent via express post to your RTO within 10 working days. Urgent orders can be dispatched earlier on request.



**Can't see what you need?**

Are you looking for assessment tools that are not listed? No Problems! Just call us to discuss your needs. We can develop assessment tools on demand.





# AUR05 | Automotive

AURC251677A	Use numbers in the workplace
AURC270103A	Apply safe working practices
AURC270421A	Establish relations with customers
AURC359350A	Conduct information sessions
AURC361230A	Inspect technical quality of work
AURC472082A	Plan and manage compliance with environmental regulations in a workplace or business
AURE218676A	Test, service and charge batteries
AURE218708A	Carry out repairs to single electrical circuits
AURE219531A	Install ancillary electrical components
AURE224008A	Carry out soldering of electrical wiring/circuits
AURE318966A	Repair instruments and warning systems
AURE320666A	Repair ignition systems
AURE321171A	Service and repair electronic spark ignition engine management systems
AURT201170A	Inspect and service engines
AURT202166A	Repair cooling systems
AURT203170B	Service petrol fuel systems
AURT205166A	Repair exhaust system components
AURT210170A	Inspect and service braking systems
AURT217606A	Balance wheels and tyres
AURT217766A	Remove, inspect, repair and fit tyres and tubes (light)
AURT217865A	Remove and refit wheel hubs and associated brake components
AURT225667A	Use and maintain measuring equipment
AURT271781A	Implement and monitor environmental regulations in the automotive mechanical industry
AURT301357A	Rebuild engine components
AURT303166B	Repair petrol fuel systems
AURT303666A	Repair diesel fuel systems
AURT304666A	Repair and replace emission control systems
AURT306170A	Inspect, service and/or repair clutch assemblies and associated operating system components
AURT309131B	Install hydraulic systems to specified applications
AURT309166A	Repair hydraulic systems
AURT310166A	Repair hydraulic braking systems
AURT365130A	Inspect vehicle systems and determine preferred repair action
AURT365508A	Carry out vehicle safety/roadworthy inspection
AURT366108A	Carry out diagnostic procedures



# AUR05 | Automotive

AURT466208A	Carry out diagnosis of complex system faults
AURT471782A	Plan and manage compliance with environmental regulations in the mechanical repair industry
AURTL301166A	Repair engines and associated engine components (light vehicle)
AURTL306666A	Repair transmissions - manual (light vehicle)
AURTL312666A	Repair final drive assemblies (light vehicle)
AURTL313166A	Repair final drive - driveline (light vehicle)
AURTL315166A	Repair steering systems (light vehicle)
AURTL316166A	Repair suspension systems (light vehicle)
BSBADM304A	Design and develop text documents
BSBADM403A	Develop and use complex databases
BSBCMN404A	Develop teams and individuals
BSBCMN411A	Monitor a safe workplace
BSBEBUS301A	Search and assess online business information
BSBFLM501B	Manage personal work priorities and professional development
BSBFLM507B	Manage quality customer service
BSBFLM511B	Develop a workplace learning environment
BSBHR402A	Recruit and select personnel
BSBINM301A	Organise workplace information
BSBMGT505A	Ensure a safe workplace
BSBMKG601A	Develop marketing strategies
BSBMKG602A	Develop a marketing plan
BSBSBM404A	Undertake business planning
BSBWOR301A	Organise personal work priorities and development
BSZ404A	Train small groups
MEM5.17AB	Weld using gas metal arc welding process
MEM5.4AB	Perform routine oxy acetylene welding



# BSB07 | Business Services

## AET ASSESSMENT TOOLS | MAPPING DOCUMENTS

BSBADM405B	Organise Meetings
BSBADM502B	Manage meetings
BSBADM506B	Manage business document design and development
BSBADV507B	Develop a media plan
BSBADV509A	Create mass print media advertisements
BSBADV511A	Evaluate and recommend advertising media options
BSBADV512A	Develop and advertising strategy and brief
BSBADV602B	Develop an advertising campaign
BSBCMM201A	Communicate in the workplace
BSBCMM301A	Process customer complaints
BSBCMM401A	Make a presentation
BSBCUS402A	Address customer needs
BSBCUS501B	Manage Quality Customer Service
BSBFIA301A	Maintain financial records
BSBFIA401A	Prepare financial reports
BSBFIM501A	Manage budgets and financial plans
BSBFIM601A	Manage finances
BSBHRM402A	Recruit, select and induct staff
BSBHRM506A	Manage recruitment, selection and induction processes
BSBHRM602A	Manage human resources strategic planning
BSBINM202A	Handle mail
BSBINN301A	Promote innovation in a team environment
BSBINN601B	Manage organisational change
BSBITS401A	Maintain business technology
BSBITU102A	Develop keyboard skills
BSBITU201A	Produce simple word processed documents
BSBITU202A	Create and use spreadsheets
BSBITU203A	Communicate electronically
BSBITU302B	Create electronic presentations
BSBITU303A	Design and produce text documents
BSBITU304A	Produce spreadsheets
BSBITU305A	Conduct online transactions
BSBITU306A	Design and produce business documents
BSBITU307A	Develop Keyboarding speed and accuracy
BSBITU309A	Produce desktop published documents
BSBITU401A	Design and develop complex text documents
BSBITU402A	Design and use complex spreadsheets
BSBITU404A	Produce complex desktop published documents
BSBLED401A	Develop teams and individuals



# BSB07 | Business Services

BSBLED501A	Develop a workplace learning environment
BSBMGT502B	Manage people performance
BSBMGT515A	Manage operational plan
BSBMGT516A	Facilitate continuous improvement
BSBMGT605B	Provide leadership across the organisation
BSBMGT610A	Manage environmental management systems
BSBMGT615A	Contribute to organisational development
BSBMGT616A	Develop and implement strategic plans
BSBMGT617A	Develop and implement a business plan
BSBMKG401B	Profile the market
BSBMKG402B	Analyse consumer behaviour for specific markets
BSBMKG413A	Promote products and services
BSBMKG501B	Establish and evaluate marketing opportunities
BSBMKG502B	Establish and adjust the marketing mix
BSBMKG506B	Plan marketing research
BSBMKG514A	Implement and monitor marketing activities
BSBMKG515A	Conduct a marketing audit
BSBMKG606B	Manage the marketing process
BSBMKG608A	Develop organisational marketing objectives
BSBMKG609A	Develop a marketing plan
BSBOHS201A	Participate in OHS process
BSBOHS407A	Monitor a safe workplace
BSBOHS509A	Ensure a safe workplace
BSBPMG505A	Manage project quality
BSBPMG510A	Manage projects
BSBPRO401A	Develop product knowledge
BSBREL401A	Establish business networks
BSBRES401A	Analyse and present research information
BSBRSK501A	Manage Risk
BSBSLS402A	Identify sales prospects
BSBSLS403A	Present a sales solution
BSBSLS404A	Secure prospect commitment
BSBSLS501A	Develop a sales plan
BSBSMB301A	Investigate micro business opportunities
BSBSMB402A	Plan small business finances
BSBSMB404A	Undertake small business planning
BSBSUS501A	Develop a workplace policy and procedures for sustainability
BSBWOR202A	Organise and complete daily work activities



# BSB07 | Business Services

BSBWOR203A	Work effectively with others
BSBWOR204A	Use business technology
BSBWOR301A	Organise personal work priorities and development
BSBWOR501B	Manage personal work priorities and professional development
BSBWOR502B	Ensure team effectiveness
BSBWRT301A	Write simple documents
BSBWRT401A	Write complex documents
BSBWRT501A	Write persuasive copy



# CHC08 | Community Services

CHCAC317A	Support older people to maintain their independence
CHCAC318A	Work effectively with older people
CHCAC319A	Provide support to people living with dementia
CHCAC412A	Provide services to older people with complex needs (Note pre-requisite CHCAC318A)
CHCAC416A	Facilitate support responsive to the specific nature of dementia
CHCAC417A	Implement interventions with older people at risk of falls
CHCAD401D	Advocate for clients
CHCCHILD301A	Support behaviour of children and young people
CHCCHILD401A	Identify and respond to children and young people at risk
CHCCN301B	Ensure the health and safety of children
CHCCN302A	Provide care for children
CHCCN303A	Contribute to provision of nutritionally balanced food in a safe and hygienic manner
CHCCN305B	Provide care for babies
CHCCN511A	Establish and maintain a safe and healthy environment for children
CHCCN520C	Advocate for the rights and needs of children and young people
CHCCOM201C	Communicate with people accessing the services of the organisation
CHCCOM403A	Use targeted communication skills to build relationships
CHCCS211A	Prepare for work in the community sector
CHCCS400B	Work within a relevant legal and ethical framework (Aged Care)
CHCCS400B	Work within a relevant legal and ethical framework (Children's Services)
CHCCS411A	Work effectively in the community sector
CHCCS426A	Provide support and care relating to loss and grief
CHCDIS301A	Work effectively with people with a disability
CHCFC301A	Support the development of children
CHCFC502A	Foster physical development in early childhood
CHCFC503A	Foster social development in early childhood
CHCFC504A	Support emotional and psychological development in early childhood
CHCFC505A	Foster cognitive development in early childhood
CHCFC506A	Foster children's language and communication development
CHCFC512A	Foster physical development in middle childhood
CHCFC513A	Foster social development in middle childhood
CHCFC514A	Support emotional and psychological development in middle childhood
CHCFC515A	Foster cognitive development in middle childhood
CHCHC311A	Work effectively in home and community care
CHCIC301E	Interact effectively with children
CHCIC303A	Work within a regulatory framework specific to children's services
CHCIC501A	Manage children's services workplace practice to address regulations and quality assurance



# CHC08 | Community Services

CHCIC510A	Establish and implement plans for developing cooperative behaviour
CHCIC512A	Plan and implement inclusion of children with additional needs
CHCICS301A	Provide support to meet personal care needs
CHCICS302A	Participate in the implementation of individualised plans
CHCICS303A	Support individual health and emotional well being
CHCICS304A	Work effectively with carers
CHCICS306A	Provide basic foot, skin and nail care
CHCICS401A	Facilitate support for personal care needs
CHCICS402A	Facilitate individualised plans
CHCICS406A	Support client self-management
CHCINF403C	Coordinate information systems
CHCNET404A	Facilitate links with other services
CHCOHS312A	Follow safety procedures for direct care work
CHCORG201A	Follow policies, procedures and programs within the organisation
CHCORG202A	Work with others
CHCORG303B	Participate effectively in the work environment
CHCORG406A	Supervise work
CHCOSH401A	Support children to participate in outside school hours care
CHCOSH402A	Develop and implement activities in outside school hours care
CHCOSH403A	Work effectively with children in outside school hours care
CHCPA301B	Deliver care services using a palliative approach
CHCPOL504B	Develop and implement policy
CHCPR301B	Provide experiences to support children's play and learning
CHCPR303D	Develop understanding of children's interests and developmental needs
CHCPR502D	Organise experiences to facilitate and enhance children's development
CHCPR509A	Gather, interpret and use information about children
CHCPR510A	Design, implement and evaluate programs and care routines for children
CHCRF511A	Work in partnership with families to provide appropriate care for children



# CPC08 | Construction

CPCCCM1011A	Undertake basic estimating and costing
CPCCCM1002A / 1012A	Work effectively and sustainably in the construction industry
CPCCCM1003A / 1013A	Plan and organise work
CPCCCM1004A / 1014A	Conduct workplace communication
CPCCCM1005A / 1015A	Carry out measurements and calculations
CPCCCM1006A / 2010A	Work safely at heights
CPCCCM2001A	Read and interpret plans and specifications
CPCCCM2003A	Calculate and cost construction work
CPCCCM2004A	Handle construction materials
CPCCCM2005	Use construction tools and equipment
CPCCCM2008A	Erect and dismantle restricted height scaffolding
CPCCCM3001A	Operate elevated work platforms
CPCCJN2001A	Assemble Components
CPCCOHS1001A	Work safely in the construction industry
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
CPCCPB3026A	Erect and maintain trestle and plank systems
CPCCPD2001A	Handle painting and decorating materials
CPCCPD2002A	Use painting and decorating tools and equipment
CPCCPD2003A	Remove and replace doors and door and window components
CPCCPD3001A	Prepare surfaces for painting
CPCCPD3002A	Apply paint by brush and roller
CPCCPD3003A	Apply texture coat paint finishes by brush, roller and spray
CPCCPD3004A	Apply paint by spray
CPCCPD3005A	Match specified paint colour
CPCCPD3006A	Apply stains and clear timber finishes
CPCCPD3007A	Apply wall paper
CPCCPD3008A	Apply decorative paint finishes
CPCCPD3009A	Remove graffiti and apply protective coatings
CPCCPD3010A	Apply protective paint coating systems
CPCCPD3011A	Apply lead paint and asbestos management
CPCCPD3012A	Apply advanced wallpaper techniques
CPCCPD3014A	Apply advanced decorative paint finishes
CPCCSP3003A	Apply trowelled texture coat finishes
CPCCVE1011A	Undertake a basic construction project
CPCWP2001A	Handle waterproofing materials
CPCWP2002A	Use waterproofing tools and equipment
CPCWP2003A	Prepare for construction waterproofing process



# ESL

BSBCMM101A	Apply basic communication skills
BSBITU101A	Operate a personal computer
BSBITU102A	Develop keyboard skills
BSBITU201A	Produce simple word processed documents
VBQU114	Recognise time, money and directions
VBQU115	Recognise measurement and design
VBQU116	Recognise numerical and statistical information
VBQU117	Develop and document a learning plan and portfolio with guidance
VBQU130	Develop and document a learning plan and portfolio
VBQU142	Research pathways and produce a learning plan and portfolio
VPAM543	Australian Environment
VPAM545	Australian Law
VPAM546	Education in Australia
VPAU487	Develop a language learning plan with support
VPAU488	Use beginning language learning strategies with support
VPAU489	Communicate basic personal details and needs
VPAU490	Give and respond to basic instructions and information
VPAU491	Read and write short, basic messages and forms
VPAU492	Read and write short, basic factual texts
VPAU493	Participate in short simple exchanges
VPAU494	Give and respond to simple verbal information and information
VPAU495	Read and write short simple messages and formatted texts
VPAU496	Read and write short simple informational and instructional texts
VPAU497	Participate in simple conversations and transactions
VPAU498	Give and respond to simple verbal information and directions
VPAU499	Read and write simple personal letters and formatted texts
VPAU500	Read and write simple routine informational and instructional texts
VPAU501	Plan language learning with support
VPAU506	Analyse and participate in complex conversations
VPAU517	Take notes from complex aural texts for further study
VPAU518	Present and listen to complex oral presentations in an employment or professional context
VPAU521	Critically read and write formal letters and complex prose texts for professional purposes
VPAU522	Critically read, write and edit complex descriptive texts in a professional context
VPAU523	Give oral presentations for further study
VPAU524	Participate in a range of interactions for further study
VPAU525	Read and write straight forward texts for research purposes
VPAU526	Analyse and produce a range of straight-forward texts relevant to further study
VPAU527	Listen and take notes for research



# ESL

VPAU528	Use language learning strategies and study skills
VPAU529	Give complex presentations for further study
VPAU530	Analyse and participate in complex spoken discourse for further study
VPAU531	Read and write complex texts for research purposes
VPAU532	Read and write a range of complex texts for further study
VPAU533	Use a range of critical reading and writing skills for further study
VPAU534	Use language analysis skills to review own texts
VPAU557	Use services in the local community
VPAU558	Locate information on driving and buying a car

Blank horizontal bars for mapping or notes.



# FDF03 | Food Processing

FDFCORBM2A	Use basic mathematical concepts
FDFCORFSY1A	Follow work procedures to maintain food safety
FDFCORFSY2A	Implement the food safety program and procedures
FDFCORHS1A	Follow work procedures to maintain health and safety
FDFCORHS2A	Implement occupational health and safety systems and procedures
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures
FDFCORQAS1A	Follow work procedures to maintain quality
FDFCORQAS2A	Implement quality systems and procedures
FDFCORQFS3A	Monitor the implementation of quality and food safety programs
FDFCORWCM1A	Communicate workplace information
FDFCORWCM2A	Present and apply workplace information
FDFOPTHCP3A	Participate in a HACCP team
FDFOPTPIP3A	Participate in improvement processes
FDFOPTTG2A	Participate in work teams or groups
FDFRBBB2B	Bake bread
FDFRBBC2B	Bake sponges, cakes and cookies
FDFRBBP2B	Bake pastry products
FDFRBCP2B	Produce choux pastry
FDFRBD2B	Decorate cakes and cookies
FDFRBDPB3A	Diagnose and respond to product and process faults (bread)
FDFRBDPB3B	Diagnose and respond to product faults (Bread)
FDFRBDPC3A	Diagnose and respond to product and process faults (pastry, cake and cookies)
FDFRBF2B	Form and fill pastry products
FDFRBFM2B	Conduct final mould and final proof
FDFRBPC2B	Produce sponge, cake and cookie batter
FDFRBPD2B	Produce bread dough
FDFRBPD3B	Participate in product development
FDFRBPF2B	Prepare fillings
FDFRBPP2B	Produce pastry
FDFRBRD2B	Retard dough
FDFRBSM2B	Scale and mould dough for intermediate proof
FDFRBSP3B	Plan and schedule production
FDFZCSCS2A	Clean and sanitise equipment
FDFZMHH1A	Carry out manual handling tasks
FDFZPKCPP2A	Operate a case packing process
FDFZPKHSW2A	Operate a high speed wrapping process



# FDF03 | Food Processing

FDFZPKPM1A	Pack product manually
FDFZPMMB2A	Operate a mixing/blending process
FDFZPRDTP2A	Operate a depositing process
FDFZPRMP1A	Monitor process operation
FDFZPRPR2A	Operate a production process
FDFZPRSYS3A	Operate processes in a production system
FDFZPRW1A	Participate effectively in a workplace environment



# FNS04 | Financial Services

BSBADM404A	Develop and use complex spreadsheets
BSBADM408A	Prepare financial reports
BSBCM308A	Maintain financial records
BSBFIA301A	Maintain financial records
BSBFIA401A	Prepare financial reports
FNSACCT401B	Process business tax requirements
FNSACCT402B	Produce job costing information
FNSACCT403B	Prepare operational budgets
FNSACCT404B	Make decisions within a legal context
FNSACCT405B	Prepare financial statements
FNSACCT406B	Maintain asset and inventory records
FNSACCT407B	Set up and operate a computerised accounting system
FNSACCT501B	Provide financial and business performance information
FNSACCT502B	Prepare income tax returns
FNSACCT503B	Manage budgets and forecasts
FNSACCT504B	Prepare financial reports for a reporting entity
FNSACCT505B	Establish and maintain accounting information systems
FNSACCT506B	Implement and maintain internal control procedures
FNSACCT507B	Provide management accounting information
FNSACCT601B	Prepare complex tax returns and lodgements
FNSACCT607B	Evaluate business performance
FNSFLIT201B	Develop and use a personal budget
FNSFLIT202B	Develop and use a savings plan
FNSICACC301B	Administer accounts payable
FNSICACC303B	Prepare, match and process receipts
FNSICACC304B	Prepare and bank receipts
FNSICACC305B	Process payment documentation
FNSICACC306B	Process journal entries
FNSICACC307B	Reconcile and monitor accounts receivable
FNSICCUS302B	Process customer complaints
FNSICGEN301B	Communicate in the workplace
FNSICGEN302B	Use technology in the workplace
FNSICGEN303B	Work with others
FNSICGEN304B	Apply health and safety practices in the workplace
FNSICGEN305B	Maintain daily financial / business records
FNSICIND301B	Work in the financial services industry
FNSICIND401B	Apply principles of professional practice to work in the financial services industry
FNSICORG510B	Manage own professional development
FNSICORG515B	Provide mentoring and coaching within the workplace
FNSICORG516B	Prepare financial reports to meet statutory requirements
FNSICORG517B	Prepare financial forecasts and projections



# FNS10 | Financial Services

BSBFIA401A	Prepare financial reports
BSBITU304A	Produce spreadsheets
BSBITU306A	Design and produce business documents
BSBITU402A	Develop and use complex spreadsheets
BSBOHS303B	Contribute to OHS hazard identification and risk assessment
BSBWOR204A	Use business technology
BSBWOR301A	Organise personal work priorities and development
BSBWRT301A	Write simple documents
FNSACC301A	Process financial transactions and extract interim reports
FNSACC302A	Administer subsidiary accounts and ledgers
FNSACC302A	Administer subsidiary accounts and ledgers
FNSACC303A	Perform financial calculations
FNSACC401A	Process business tax requirements
FNSACC402A	Prepare operational budgets
FNSACC403A	Make decisions in a legal context
FNSACC404A	Prepare financial statements for non-reporting entities
FNSACC405A	Maintain inventory records
FNSACC406A	Set up and operate a computerised accounting system
FNSACC501A	Provide financial and business performance information
FNSACC502A	Prepare income tax returns for individuals
FNSACC503A	Manage budgets and forecasts
FNSACC504A	Prepare financial reports for corporate entities
FNSACC505A	Establish and maintain accounting information systems
FNSACC506A	Implement and maintain internal control procedures
FNSACC507A	Provide management accounting information
FNSACC601A	Prepare complex tax returns
FNSACC607A	Evaluate business performance
FNSACM302A	Prepare, match and process receipts
FNSACM303A	Process payment documentation
FNSBKG404A	Carry out business activity and instalment activity statement tasks
FNSINC301A	Work effectively in the financial services industry
FNSINC401A	Apply principles of professional practice to work in the financial services industry
FNSORG505A	Prepare financial reports to meet statutory requirements
FNSORG506A	Prepare financial forecasts and projections
FNSACC601A	Prepare complex tax returns
FNSFLT201A	Develop and use a personal budget
FNSFLT202A	Develop and use a savings plan



# HLT07 | Health Services

## AET ASSESSMENT RESOURCES

BSBWOR203A	Work effectively with others (tailored to massage)
HLTAP301A	Recognise healthy body systems in a health care context
HLTAP401A	Confirm physical health status
HLTAP501A	Analyse health information (tailored to massage)
HLTCOM406B	Make referrals to other health care professionals when appropriate (tailored to massage)
HLTCOM408B	Use specific health terminology to communicate effectively (tailored to massage)
HLTCOM502B	Develop professional expertise (tailored to massage)
HLTCPR201A	Perform CPR
HLTCSD208B	Transport clients
HLTCSD304B	Support the care of clients
HLTCSD305B	Assist with client movement
HLTCSD306B	Respond effectively to difficult or challenging behaviour
HLTFA201A	Provide basic emergency life support
HLTFA301C	Apply first aid
HLTFS207B	Follow basic food safety practices
HLTHIR403B	Work effectively with culturally diverse clients and co-workers (Children's Services)
HLTHIR403B	Work effectively with culturally diverse clients and co-workers (Aged Care)
HLTHIR501A	Maintain an effective health work environment (tailored to massage)
HLTHIR506B	Implement and monitor compliance with legal and ethical requirements
HLTIN301B	Comply with infection control policies and procedures (tailored to massage)
HLTOHS300B	Contribute to OHS processes
HLTREF503A	Provide reflexology treatment
HLTREM401B	Work within a massage framework
HLTREM406B	Provide massage treatment
HLTREM408B	Apply massage assessment framework
HLTREM409B	Perform massage health assessment
HLTREM502B	Provide remedial massage treatment
HLTREM504B	Apply remedial massage assessment framework
HLTREM505B	Perform remedial massage health assessment
HLTREM510A	Provide specialised remedial massage treatments



# HLT07 | Health Services Dental

## AET ASSESSMENT RESOURCES

HLTDA417B	Take a clinical photograph
HLTDT301C	Construct models
HLTDT302C	Construct custom impression trays
HLTDT303C	Construct registration rims
HLTDT304C	Articulate models and transfer records
HLTDT315C	Construct thermoformed bases and appliances
HLTDT507C	Construct immediate dentures
HLTDT508C	Construct removable acrylic partial dentures
HLTDT509C	Construct cast metal alloy removable partial denture framework
HLTDT510C	Construct crown and bridge structures
HLTDT511C	Join alloy structures
HLTDT512C	Take tooth shades
HLTDT513C	Construct fixed restorations
HLTDT514C	Construct orthodontic appliances
HLTDT516C	Construct indirect composite polymer fixed restorations
HLTDT517C	Construct oral splints
HLTDT518C	Repair and modify dentures and appliances
HLTDT519B	Construct simple complete removable acrylic dentures and appliances
HLTHIR301B	Communicate and work effectively in health (Dental)
HLTHIR501B	Maintain an effective health work environment (Dental)
HLTIN301C	Comply with infection control policies and procedures in health work (Dental)
HLTIN302B	Process reusable instruments and equipment in health work (Dental)
HLTOHS200B	Participate in OHS processes (Dental)
HLTOHS300B	Contribute to OHS processes (Dental)



# ICA05 | Information Technology

## AET ASSESSMENT RESOURCES

BSBEBUS503A	Design an e-business
BSBEBUS511A	Implement a knowledge management strategy for an e-business
BSBEBUS605A	Identify and implement e-business innovation
BSBEBUS609A	Develop a knowledge management strategy for an e-business
BSBOHS201A	Participate in OHS Processes ( <i>was BSBCMN106A Follow workplace safety procedures</i> )
BSBPMG505A	Manage project quality ( <i>Was BSBPM505A – Manage project quality</i> )
BSBWOR301A	Organise personal work priorities and development ( <i>was BSBCMN304A Contribute to personal skill development &amp; learning</i> )
CUFMEM10A	Design and create a multimedia interface
CUFMEM12A	Update web pages
CUFRAD01A	Originate and develop the concept
CUFWRT601A	Write scripts ( <i>was CUFWRT02A – Write the script</i> )
ICAA4041B	Determine and confirm client business expectations and needs
ICAA4233B	Determine and apply appropriate development methodologies
ICAA5035C	Research and review hardware technology options for organisations
ICAA5056B	Prepare disaster recovery and contingency plans
ICAA5138B	Determine acceptable developers for projects
ICAA5139B	Design a database
ICAA5146B	Develop website information architecture
ICAA5148B	Select new technology models for business
ICAA5150C	Evaluate vendor products and equipment
ICAA5151B	Gather data to identify business requirements
ICAA5158B	Translate business needs into technical requirements
ICAB4135B	Create a simple mark-up language document to specification
ICAB4136B	Use structured query language to create database structures and manipulate data
ICAB4137B	Produce basic client side script for dynamic web pages
ICAB4170B	Build a database
ICAB4225B	Automate processes
ICAB5062B	Perform data conversion
ICAB5165B	Create dynamic web pages
ICAB5180C	Integrate database with a website
ICAD2012B	Design organisational documents using computing packages
ICAD3218B	Create user documentation
ICAD4043B	Develop and present a feasibility report
ICAD4198B	Develop guidelines for uploading information to a website



# ICA05 | Information Technology

## AET ASSESSMENT RESOURCES

ICAD4209B	Write content for web pages
ICAD4217B	Create technical documentation
ICAD5092B	Update and document operational procedures
ICAD5210B	Analyse information and assign meta-tags
ICAI3020B	Install and optimise operating system software
ICAI3101B	Install and manage network protocols
ICAI4029C	Install network hardware to a network
ICAI4030B	Install software to networked computers
ICAI4097C	Install and configure a network
ICAI4099B	Build an intranet
ICAI4189B	Ensure website content meets technical protocols and standards
ICAI5216B	Monitor and improve knowledge management system
ICAI6187B	Implement change management processes
ICAP5039B	Match IT needs with the strategic direction of the enterprise
ICAS3024B	Provide basic system administration
ICAS3031B	Provide advice to clients
ICAS3032B	Provide network systems administration
ICAS3034B	Determine and action network problems
ICAS3120C	Configure and administer a network operating system
ICAS3121B	Administer network peripherals
ICAS3234B	Care for computer hardware
ICAS4023B	Provide one-to-one instruction
ICAS4116B	Undertake capacity planning
ICAS4124B	Monitor and administer network security
ICAS4127B	Support system software
ICAS4191B	Maintain website performance
ICAS4200B	Monitor traffic and compile website traffic reports
ICAS5118C	Manage system security
ICAS5202B	Ensure privacy for users
ICAS5203B	Evaluate and select a web hosting service
ICAT3025B	Run standard diagnostic tests
ICAT4185B	Create a website testing procedure
ICAT4221B	Locate equipment, system and software faults
ICAT4242B	Perform unit test for a class
ICAT5079B	Perform integration test
ICAU1128B	Operate a personal computer



# ICA05 | Information Technology

## AET ASSESSMENT RESOURCES

ICAU1129B	Operate a word processing application
ICAU1130B	Operate a spreadsheet application
ICAU1133B	Send and retrieve information using web browsers and email
ICAU2005B	Operate computer hardware
ICAU2006B	Operate computing packages
ICAU2013B	Integrate commercial computing packages
ICAU2231B	Use computer operating system
ICAU3004B	Apply occupational health and safety procedures
ICAW2001B	Work effectively in an IT environment
ICAW2002B	Communicate in the workplace
ICAW4214B	Maintain ethical conduct
ICPPP225B	Produce graphics using a graphics application
ICPPP325B	Create graphics using a graphics application
PSPPM402B	Manage simple projects
PSPPM502B	Manage complex projects
PSPPM601B	Direct complex project activities
TAADES501B	Design & Develop Learning Strategies
TAAENV501B	Maintain and enhance professional practice



# ICA11 | Information Technology

## AET ASSESSMENT RESOURCES

BSBOHS201A	Participate in OHS Processes
BSBWOR301A	Organise personal work priorities and development
ICADBS412A	Build a database
ICADBS501A	Monitor and improve knowledge management system
ICADBS502A	Design a database
ICADBS504A	Integrate database with a website
ICAICT101A	Operate a personal computer
ICAICT102A	Operate word-processing\ applications
ICAICT103A	Use, communicate and search securely on the internet
ICAICT105A	Operate spreadsheet applications
ICAICT201A	<i>Use computer operating systems and hardware (in progress)</i>
ICAICT202A	<i>Work and communicate effectively in an IT environment (in progress)</i>
ICAICT203A	Operate application software packages
ICAICT205A	Design basic organisational documents using computing packages
ICAICT207A	Integrate commercial computing packages
ICAICT301A	Create user documentation
ICAICT302A	Install and optimise operating system software
ICAICT401A	Determine and confirm client business requirements
ICAICT403A	Apply software development methodologies
ICAICT408A	Create technical documentation
ICAICT415A	Provide one-to-one instruction
ICAICT418A	<i>Contribute to copyright, ethics and privacy in an IT environment (in progress)</i>
ICAICT501A	Research and review hardware technology options for organisations
ICAICT505A	Determine acceptable developers for projects
ICAICT507A	Select new technology models for business
ICAICT508A	Evaluate vendor products and equipment
ICAICT509A	Gather data to identify business requirements
ICAICT511A	Match IT needs with the strategic direction of the enterprise
ICANWK301A	Provide network systems administration
ICANWK302A	Determine and action network problems
ICANWK303A	Configure and administer a networking operating system
ICANWK304A	Administer network peripherals
ICANWK305A	Install and manage network protocols
ICANWK406A	Install, configure and test network security
ICANWK410A	Install hardware to a network
ICANWK411A	Deploy software to networked computers



# ICA11 | Information Technology

## AET ASSESSMENT RESOURCES

ICAPRG405A	Automate processes
ICAPRG425A	Use structured query language
ICAPRG528A	Perform IT data conversion
ICASAD401A	Develop and present feasibility reports
ICASAS301A	Run standard diagnostic tests
ICASAS303A	Care for computer hardware
ICASAS304A	Provide basic system administration
ICASAS305A	Provide IT advice to clients
ICASAS401A	Perform unit test for a class
ICASAS417A	Undertake IT system capacity planning
ICASAS419A	Support system software
ICASAS505A	Review and update disaster recovery and contingency plans
ICASAS506A	Update IT system operational procedures
ICASAS514A	Perform integration tests
ICASAS601A	Implement change-management processes
ICAWEB404A	Maintain website performance
ICAWEB405A	Monitor traffic and compile website traffic reports
ICAWEB406A	Create website testing procedures
ICAWEB411A	Produce basic client-side script for dynamic web pages
ICAWEB419A	Develop guidelines for uploading information to a website
ICAWEB420A	Write content for web pages
ICAWEB421A	Ensure website content meets technical protocols and standards
ICAWEB424A	Evaluate and select a web hosting service
ICAWEB429A	Create a mark up language document to specification
ICAWEB502A	Create dynamic web pages
ICAWEB508A	Develop website information architecture
ICAWEB510A	Analyse information and assign meta-tags
ICTTEN4081A	Locate, diagnose and rectify faults
ICTTEN4198A	<i>Install, configure and test an internet protocol network (in progress)</i>
ICTTEN4211A	<i>Design, install and configure an internetwork (in progress)</i>
ICTTEN5204A	Produce technical requirements technical solutions from business specifications



# ICP05 / ICP10 | Printing & Graphic Arts

## AET ASSESSMENT RESOURCES

BSBSMB402A	Plan small business finances
BSBSMB404A	Undertake small business planning
ICAITB135B	Create a simple mark-up language document to specification
ICPKN311B	Apply knowledge of the graphic pre-press sector
ICPKN320B	Apply knowledge and requirements of information technology systems in the printing industry
ICPMM263B	Access and use the Internet
ICPMM296B	Create and test a CD-ROM / DVD
ICPMM321B	Capture a digital image
ICPMM322B	Edit a digital image
ICPPP211B / C	Develop a basic design concept
ICPPP221B / C	Select and apply type
ICPPP224B / C	Produce pages using a page layout application
ICPPP225B	Produce graphics using a graphics application
ICPPP226B	Produce interactive PDF files (Prerequisite for ICPPPP328B)
ICPPP252B	Output images
ICPPP321B	Produce a typographic image
ICPPP322B	Digitise images for reproduction
ICPPP324B	Create pages using a page layout application
ICPPP325B	Create graphics using a graphics application
ICPPP328B	Generate high-end PDF files
ICPPP334B	Prepare an imposition format for printing processes
ICPPP352B	Output complex images
ICPPP385B	Operate a database for digital printing
ICPPP386B	Undertake digital proofing
ICPPP395B	Transfer digital files
ICPPP430B	Manage colour
ICPPP435B	Generate complex imposition
ICPPP484B	Set up and operate automated workflow
ICPPP485B / C	Develop a digital data template
ICPPR481B	Set up and produce complex digital print
ICPPR484B	Prepare for variable data printing
ICPSU216B / C	Inspect quality against required standards
ICPSU261B	Follow OHS practices and identify environmental hazards
ICPSU262B / C	Communicate in the workplace
ICPSU553B / C	Prepare production costing estimates
ICPSU583B	Troubleshoot and optimise production processes
TAADEL301A	Provide training through instruction and demonstration of work skills

Please note that ICP10 versions of all listed ICP04 tools are available on request



# MEM05 | Metal and Engineering

## AET ASSESSMENT RESOURCES

MEM05003B	Perform soft soldering
MEM05004C	Perform routine oxy acetylene welding
MEM05005B	Carry out mechanical cutting
MEM05007C	Perform manual heating and thermal cutting
MEM05012C	Perform routine manual metal arc welding
MEM05013C	Perform manual production welding
MEM05014C	Monitor quality of production welding/fabrications
MEM05015C	Weld using manual metal arc welding process
MEM05017C	Weld using gas metal arc welding process
MEM05019C	Weld using gas tungsten arc welding process
MEM05023C	Weld using submerged arc welding process
MEM05047B	Weld using flux core arc welding process
MEM05049B	Perform routine gas tungsten arc welding
MEM05050B	Perform routine gas metal arc welding
MEM05051A	Select welding processes
MEM05052A	Apply safe welding practices
MEM07001B	Perform operational maintenance of machines/equipment
MEM08010B	Manually finish/polish materials
MEM11001C	Erect/dismantle scaffolding and equipment
MEM11011B	Undertake manual handling
MEM11016B	Order materials
MEM12001B	Use comparison and basic measuring devices
MEM12023A	Perform engineering measurements
MEM12024A	Perform computations
MEM13003B	Work safely with industrial chemicals and materials
MEM13014A	Apply principles of occupational health and safety in the work environment
MEM14004A	Plan to undertake a routine task
MEM14005A	Plan a complete activity
MEM15002A	Apply quality systems
MEM15004B	Perform inspection
MEM15024A	Apply quality procedures
MEM16001B	Give formal presentations and take part in meetings
MEM16005A	Operate as a team member to conduct manufacturing, engineering or related activities
MEM16006A	Organise and communicate information
MEM16007A	Work with others in a manufacturing, engineering or related environment



# MEM05 | Metal and Engineering

MEM16008A	Interact with computing technology
MEM16011A	Communicate with individuals and small groups
MEM17003A	Assist in the provision of on the job training
MEM18001C	Use hand tools
MEM18002B	Use power tools/hand held operations

AET ASSESSMENT RESOURCES



# SIR07 | Retail

## AET ASSESSMENT RESOURCES

SIRRRPK010A	Recommend home and home improvement products and services
SIRRRPK014A	Recommend specialised products and services
SIRXCCS001A	Apply point-of-sale handling procedures
SIRXCCS002A	Interact with customers
SIRXCLM001A	Organise and maintain work areas
SIRXCOM001A	Communicate in the workplace
SIRXFIN005A	Manage operations to budget
SIRXICT001A	Operate retail technology
SIRXICT003A	Operate retail information technology systems
SIRXIND001A	Work effectively in a retail environment
SIRXINV001A	Perform stock control procedures
SIRXINV002A	Maintain and order stock
SIRXMER002A	Coordinate merchandise presentation
SIRXMER003A	Monitor in-store visual merchandising display
SIRXMER004A	Manage merchandise and store presentation
SIRXMER005A	Create a display
SIRXMGT002A	Maintain employee relations
SIRXMGT003A	Lead and manage people
SIRXMGT005A	Set strategic plans
SIRXMPR001A	Profile a retail market
SIRXOHS001A	Apply safe working practices
SIRXOHS002A	Maintain store safety
SIRXOHS003A	Provide a safe working environment
SIRXQUA001A	Develop innovative ideas at work
SIRXRSK001A	Minimise theft
SIRXRSK002A	Maintain store security
SIRXSLS001A	Sell products and services
SIRXSLS002A	Advise on products and services
SITXSLS003A	Coordinate sales performance
SIRXSLS004A	Build relationships with customers
TAADEL301B	Provide training through instruction and demonstration of work skills
TAADEL402B	Facilitate group-based learning
TAADEL404A	Facilitate work-based learning
TLID107C	Shift materials safely using manual handling methods (Updated and equivalent to TDTD197B)



BSBADM304A	Design and develop text documents
BSBADM305A	Create and use databases
BSBADM306A	Create electronic presentations
BSBADM403A	Develop and use complex databases
BSBADM404A	Develop and use complex spreadsheets
BSBCMN108A	Develop keyboard skills
BSBCMN205A	Use business technology
BSBCMN213A	Produce simple word-processed documents
BSBCMN214A	Create and use simple spreadsheets
BSBCMN306A	Produce business documents
HLTFA301C	Apply first aid
PRSSO320A	Plan and conduct evacuation of premises
SITHACS006A	Clean premises and equipment
SITHCCC001A	Organise and prepare food
SITHCCC002A	Present food
SITHCCC003A	Receive and store kitchen supplies
SITHCCC004A	Clean and maintain kitchen premises
SITHCCC005A	Use basic methods of cookery
SITHCCC006A	Prepare appetisers and salads
SITHCCC008A	Prepare stocks, sauces and soups
SITHCCC009A	Prepare vegetables, fruit, eggs and farinaceous dishes
SITHCCC010A	Select, prepare and cook poultry
SITHCCC011A	Select, prepare and cook seafood
SITHCCC012A	Select, prepare and cook meat
SITHCCC013A	Prepare hot and cold desserts
SITHCCC014A	Prepare pastries, cakes and yeast goods
SITHCCC016A	Develop cost-effective menus
SITHCCC021A	Handle and serve cheese
SITHCCC027A	Prepare, cook and serve food for food service
SITHCCC028A	Prepare, cook and serve food for menus
SITHCCC029A	Prepare foods according to dietary and cultural needs
SITHFAB001A	Clean and tidy bar areas
SITHFAB002A	Operate a bar
SITHFAB003A	Serve food and beverage to customers
SITHFAB004A	Provide food and beverage service
SITHFAB005A	Provide table service of alcoholic beverages
SITHFAB010A	Prepare and serve non alcoholic beverages
SITHFAB011A	Develop and update food and beverage knowledge



# SIT07 | Hospitality

## AET ASSESSMENT RESOURCES

SITHFAB012A	Prepare and serve espresso coffee
SITHFAB015A	Prepare and service cocktails
SITHFAB016A	Plan and monitor espresso coffee
SITHFAB018A	Provide silver service
SITHFAB020A	Apply food and beverage skills in the workplace
SITHFAB021A	Provide and coordinate food and beverage service
SITHIND001B	Develop and update hospitality industry knowledge
SITHIND003A	Provide and coordinate hospitality service
SITHPAT001A	Prepare and produce pastries
SITHPAT002A	Prepare and produce cakes
SITHPAT003A	Prepare and produce yeast goods
SITHPAT004A	Prepare bakery products for patisseries
SITHPAT005A	Prepare and present gateaux, tortes and cakes
SITHPAT006A	Present desserts
SITHPAT007A	Prepare and display petits fours
SITHPAT008A	Prepare and model marzipan
SITHPAT009A	Prepare desserts to meet special dietary requirements
SITTPPD002A	Research tourism data
SITXADM001A	Perform office procedures
SITXADM002A	Source and present information
SITXEVT018A	Develop a transport strategy for an event
SITXADM003A	Write business documents
SITXADM004A	Plan and manage meetings
SITXCCS002A	Provide quality customer service
SITXCCS003A	Manage quality customer service
SITXCOM001A	Work with colleagues and customers
SITXCOM002A	Work in a socially diverse environment
SITXCOM003A	Deal with conflict situations
SITXCOM004A	Communicate on the telephone
SITXCOM005A	Make presentations
SITXFIN003A	Interpret financial information
SITXFIN004A	Manage finances within a budget
SITXFIN005A	Prepare and monitor budgets
SITXFSA001A	Implement food safety procedures
SITXGLC001A	Develop and update legal knowledge required for business compliance



# SIT07 | Hospitality

## AET ASSESSMENT RESOURCES

SITXHRM001A	Coach others in job skills
SITXHRM002A	Recruit, select and induct staff
SITXHRM003A	Roster staff
SITXHRM005A	Lead and manage people
SITXHRM007A	Manage workplace diversity
SITXINV001A	Receive and store stock
SITXINV002A	Control and order stock
SITXMGT001A	Monitor work operations
SITXMGT002A	Develop and implement operational plans
SITXMGT006A	Establish and conduct business relationships
SITXOHS001B	Follow health, safety and security procedures
SITXOHS002A	Follow workplace hygiene procedures
SITXOHS002A	Follow workplace hygiene procedures
SITXOHS004A	Implement and monitor workplace health, safety and security practices
SITXOHS005A	Establish and maintain an OHS system



# TAA04 | Training and Assessment

# TAE10 | Training and Assessment

## AET ASSESSMENT RESOURCES

TAAASS401C	Plan and organise assessment
TAAASS402C	Assess competence
TAAASS403B	Develop assessment tools
TAAASS404B	Participate in assessment validation
TAAASS501B	Lead and coordinate assessment systems and services
TAACMQ504B	Determine and manage scope of training and/or assessment services
TAADEL301B	Provide training through instruction and demonstration of work skills
TAADEL401B	Plan and organise group-based learning
TAADEL402B	Facilitate group-based learning
TAADEL403B	Facilitate individual learning
TAADEL404B	Facilitate work-based learning
TAADEL503B	Provide advanced facilitation to support learning
TAADEL503B	Lead and coordinate training services
TAADES401B	Use Training Packages to meet client needs
TAADES402B	Design and develop learning programs
TAADES501B	Design and develop learning strategies
TAAENV401B	Work effectively in vocational education and training
TAAENV402B	Foster and promote an inclusive learning culture
TAAENV403B	Ensure a healthy and safe learning environment
TAAENV501B	Maintain and enhance professional practice
TAATAS501B	Undertake organisational Training Needs Analysis
TAATAS504B	Facilitate group processes
TAEASS401A	Plan assessment activities and processes
TAEASS402A	Assess competence
TAEASS403A	Participate in assessment validation
TAEASS502A	Design and develop assessment tools
TAEDEL301A	Provide work skill instruction
TAEDEL401A	Plan, organise and deliver group-based learning
TAEDEL402A	Plan, organise and facilitate learning in the workplace
TAEDES401A	Design and develop learning programs
TAEDES402A	Use training packages and accredited courses to meet client needs
BSBCMM401A	Make a presentation
BSBLED401A	Develop teams and individuals
BSBREL402A	Build client relationships and business networks



# TLI07 | Transport and Logistics

## AET ASSESSMENT RESOURCES

TLIA1107C	Package goods
TLIA1207C	Pick and process orders
TLIA1307C	Receive goods
TLIA1407C	Use product knowledge to complete work operations
TLIA1507C	Complete receipt / despatch documentation
TLIA1607C	Use inventory systems to organise stock control
TLIA1707C	Apply product knowledge to organise work operations
TLIA1807C	Organise despatch operations
TLIA1907C	Organise receipt operations
TLIA2007C	Replenish Stock
TLIA2107C	Despatch stock
TLIA2207C	Participate in stocktakes
TLIA2607C	Monitor storage facilities
TLIA3807B	Control and order stock
TLIA3907B	Receive and order stock
TLID107C	Shift materials safely using manual handling methods
TLID207C	Shift a load using manually operated equipment
TLIE207C	Estimate/calculate mass, area and quantify dimensions
TLIE307C	Participate in basic workplace communication
TLIE507C	Carry out basic workplace calculations
TLIE607D	Collect, analyse and present workplace data and information
TLIF107C	Follow occupational health and safety procedures
TLIF407C	Organise OH&S procedures in the workplace
TLIF1407C	Develop and maintain a safe workplace
TLIF207C	Conduct housekeeping activities
TLIF307C	Implement and monitor occupational health and safety procedures
TLIG107C	Work effectively with others
TLIG207C	Lead a work team or group
TLIG607C	Facilitate work teams
TLIG707B	Work in a socially diverse environment
TLII107D	Coordinate quality customer service
TLII207D	Apply customer service skills
TLIJ107C	Apply quality procedures
TLIJ207C	Apply quality systems
TLIL107C	Complete workplace orientation/induction procedures
TLIL507D	Apply conflict/grievance resolution strategies
TLIL907C	Manage personal work priorities and professional development
TLIP207C	Facilitate and capitalise on change in the workplace
TLIU707B	Care for the environment



# TLI10 | Transport and Logistics

## AET ASSESSMENT RESOURCES

BSBHRM402A	Recruit, select and induct staff
BSBOHS509A	Ensure a safe workplace
BSBRSK501A	Manage risk
PSPGOV506A	Support workplace coaching and mentoring
SITXEVT018A	Develop a transport strategy for an event
TLIA2011A	Package goods
TLIA2012A	Pick and process orders
TLIA2013A	Receive goods
TLIA2014A	Use product knowledge to complete work operations
TLIA2020A	Replenish Stock
TLIA2021A	Despatch stock
TLIA2022A	Participate in stocktakes
TLIA3015A	Complete receival / despatch documentation
TLIA3016A	Use inventory systems to organise stock control
TLIA3017A	Identify products and store to specifications
TLIA3018A	Organise despatch operations
TLIA3019A	Organise receival operations
TLIA3026A	Monitor storage facilities
TLIA3038A	Control and order stock
TLIA3039A	Receive and order stock
TLID1001A	Shift materials safely using manual handling methods
TLID1002A	Shift a load using manually operated equipment
TLIE1003A	Participate in basic workplace communication
TLIE1005A	Carry out basic workplace calculations
TLIE3002A	Estimate/calculate mass, area and quantify dimensions
TLIE4006A	Collect, analyse and present workplace data and information
TLIF1001A	Follow occupational health and safety procedures
TLIF1002A	Conduct housekeeping activities
TLIF3003A	Implement and monitor occupational health and safety procedures
TLIF3004A	Organise OH&S procedures in the workplace
TLIF4014A	Develop and maintain a safe workplace
TLIF4064A	Manage fatigue management policy and procedures
TLIG1001A	Work effectively with others
TLIG2007A	Work in a socially diverse environment
TLIG3002A	Lead a work team or group
TLIG4006A	Facilitate work teams
TLII4001A	Coordinate quality customer service
TLII1002A	Apply customer service skills



# TLI10 | Transport and Logistics

## AET ASSESSMENT RESOURCES

TLII5018A	Manage customer service
TLIJ2001A	Apply quality procedures
TLIJ3002A	Apply quality systems
TLIL1001A	Complete workplace orientation/induction procedures
TLIL4005A	Apply conflict/grievance resolution strategies
TLIL4009A	Manage personal work priorities and professional development
TLIL5057A	Maintain, monitor and improve transport operations systems
TLIP4002A	Facilitate and capitalise on change in the workplace
TLIP5004A	Develop a transport and logistics business plan
TLIP5007A	Contribute to the development of a workplace learning environment
TLIK5006A	Evaluate software requirements and hardware enhancements
TLIP5011A	Develop and evaluate strategies for transport and logistics enterprises
TLIR5006A	Develop, implement and review purchasing strategies



# Other Assessment Resources

## 22105VIC Diploma of Sustainability

VU20302	Apply basic concepts of sustainability to own, or local, practice
VU20303	Develop and implement a program to support behavioural change for a sustainability initiative
VU20304	Develop a business plan for sustainable business practice
VU20305	Research and apply principles of sustainable production and consumption
BSBSUS501A	Develop workplace policy and procedures for sustainability
CPCCVS5013A	Apply principles of energy efficient design to buildings
BSBMGT610A	Manage environmental management systems
UEENEEK032B	Develop strategies to address sustainability issues
BSBADM502B	Manage meetings
BSBLED501A	Develop a workplace learning environment
BSBRISK501A	Manage Risk
BSBWOR501B	Manage personal work priorities and professional development
BSBMGT516A	Facilitate continuous improvement

## Other Units available

MSAPMOHS200A	Work safely
MSAPMSUP382A	Provide coaching / mentoring within the workplace
PMBHAN103C	Shift materials safely by hand





## FIRST AID LEARNERS GUIDE (PDF) COVERS HLTCPR201A, HLTA201A & HLTA301B

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### Topics Covered:

- What is CPR / Consent / The Wrongs Act
- Duty of Care / Codes of Practice
- Record Keeping
- The Musculoskeletal System
- Barriers / Needle Stick Injuries
- First Aider Characteristics
- Safe Manual Handling/Basic First Aid Kit
- Caring for the Unconscious
- Under the influence - Drugs & alcohol
- Basic Life Support Chart (CPR)
- Basic Life Support (CPR)
- Post Incident Debriefing
- Bleeding
- Recovery Position
- Infection Control
- Human Anatomy
- Heart
- Dislocations
- Shock
- Asthma
- Cardiac Problems
- Angina
- Alcohol
- Human Brain
- Positional Asphyxia
- Stroke
- Fainting
- Diabetes
- Seizures
- Poisoning
- Head Injuries
- Heat Exposure
- Body Temperature
- Burns
- Cold Exposure
- Fractures
- Sprains & Strains
- Skin
- The Chain of Survival
- Choking - Adult & Child
- Bites & Stings
- Wound Management
- Lymphatic System
- Anaphylaxis



### Additional Topics for Security First Aid

- Projectile Objects
- Demonstrating appropriate treatment of a casualty
- Chemical exposure (Oleoresin Spray) Capsicum Spray

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P | 03 9435 3666  
F | 03 9435 3655  
W | [info@aet.edu.au](mailto:info@aet.edu.au)

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