

All Courses: Business, Travel, Tourism & Events

Access and Interpret Product Information	Access Information on Event Industry Operations	Advise on Major Services & Attractions at Aviation Destinations
Apply Customer Service Skills	Apply Quality Procedures	Assess Information on Event Industry Operations
Book Supplier Services	Care For the Environment	Carry Out Basic Workplace Calculations
Coach Others in Job Skills	Complete Workplace Orientation/Induction Procedures	Conduct Housekeeping Activities
Conduct Induction Process	Construct Normal International Airfares	Develop & Implement a Business Plan
Develop & Implement Marketing Strategies	Develop Tourism Products	Enhance the Customer Service Experience
Establish & Maintain a WHS System	Establish and Conduct Business Relationships	Flight Attendant & Cabin Crew
Flight Operations	Follow Security Procedures	Identify Hazards, Assess and Control Saftey Risks
Implement and Monitor WHS Practices	Interact with Customers	Lead a Work Team or Group
Lead and Manage People	Manage Event Staging Components	Manage Finances
Manage Finances within a Budget	Manage Operational Plan	Manage Projects
Manage Quality Customer Service	Manage Risk	Monitor Work Operations
Obtain and Manage Sponsorship	Operate an Online Information System	Package Tourism Products
Participate in Safe Work Practices	Prepare & Monitor Budgets	Prepare & Present Proposals
Prepare Workplace Documents	Process Travel Related Documentation	Process Workplace Documentation
Provide Service to Customers	Research & Comply With Regulatory Requirements	Select Event Venues and Sites
Sell Products and Services	Sell Tourism Products and Services	Show Social and Cultural Sensitivity
Source Airfares for Domestic Flights	Source and Use Information on the Travel and Tourism Industry	Use Infotechnology Devices & Computer Applications in the Workplace
Work Effectively with Others	Work in a Socially Diverse Environment	Write Complex Documents



All Courses: HR & Communication

Develop & Use Emotional Intelligence	Develop a Workplace Learning Environment	Ensure Team Effectiveness
Facilitate Continuous Improvement	Interpret Market Trends and Developments	Lead and Manage Team Effectiveness
Make a Presentation	Manage Human Resource Services	Manage Meetings
Manage People Performance	Manage Personal Work Priorities & Professional Development	Manage Quality Customer Service
Manage Recruitment Selection & Induction Processes	Manage Workforce Planning	Plan and Implement Administrative Systems
Plan and Manage Conferences	Support the Recruitment, Selection & Induction for Staff	



All Courses: Animal Health Care, Veterinary & Conservation

Introduction to Wildlife Conservation	Recovery of Threatened Species	Habitat Conservation
Approaches to Conservation of Threatened Wildlife	Vegetation (Flora) Surveys	Fauna Surveys
Marine Conservation	Planning for Wildlife	Introduction to Wildlife Management
Introduction to Wildlife Ecology	Managing Animal Welfare Needs	Complying with Animal Welfare Requirements
Apply Principles of Animal Behaviour	Apply Animal Welfare and Handling Requirements	Rescue Animals and Apply Basic First Aid
Animal Health Information Resources	Animal Welfare for Wild Animals: Free and Captive	Caring for Young Animals
Animal Welfare for Pets, Working Animals and Animals in Sport	Animal Welfare for Farm Animals	Assist in Health Care of Animals
Veterinary Diagnostic Sample Collection	Comply with Infection Control Policies and Procedures in Animal Work	Controlling Bacterial and Fungal Diseases in Animals
Implementing Animal Health Control Programs	Provide Nutritional Advice and Support for Animals	Domestic Animal Toxicology
Inherited Disorders of Dogs, Cats and Horses	Other Conditions and Disorders	Introduction to Pet Care
Provide Basic Care for Domestic Cats	Provide Basic Care for Domestic Dogs	Provide Basic Care for Freshwater Fish
Provide Basic Care for Birds	Provide Basic Care for Reptiles and Amphibians	Provide Basic Care for Rodents and Rabbits
Provide Dog Grooming Service	Taking Care of your Animals	Common Health Issues in Domestic Pets
Identify and Respond to Animal Behaviour	Basic First Aid for Animals	Routine Health Care for Animals
Rehabilitation of Domestic Animals	Maintain and Monitor Animal Health and Well-being	Common Health Problems in Farm Animals
Working in Veterinary Services	Administration Services for the Veterinary Service	Safety in Veterinary Services
A Day in the Life of A Veterinarian		



All Courses: Aged Care, Counselling, Mental Health

Apply Learning Theories in Counselling	Apply Personality and Development Theories	Apply Specialist Interpersonal and Counselling Interview Skills
Assist Clients with Medication	Comply with Infection Control Policies & Procedures	Deliver Care Services Using a Pallative Approach
Determine Suitability of Client for Counselling Services	Follow Safety Procedures for Direct Care Work	Participate in the Implementation of Individualised Plans
Provide Behaviour Support in the Context of Individualised Plans	Provide Support to Meet Personal Care Needs	Provide Support to People Living with Dementia
Recognise Healthy Body Systems in a Health Care Setting	Support Individual Health & Emotional Well-Being	Support Older People to Maintain their Independence
Supporting People with Disabilities Who Are Aging	Work Effectively in the Community Sector	Work Effectively with Culturally Diverse Clients & Co-Workers
Work Effectively with Older People	Work Within a Structured Counselling Framework	Nature and Scope of Mental Health
Childhood Depression	Anxiety Disorders	Tic Disorders
Brain Disorders (Injury & Disease) Signs/ Symptoms/Treatments	Other Disorders - Motor Disorders, Elimination Disorders, Feeding & Eating Disorders	Environmental Problems - Abuse and Neglect, Relationship Problems Signs
Problems of Adolescence	Holistic and Alternative Approaches to Treatment	Special Project
Introduction to Mental Health Issues	Depression in Men and Women	Anxiety, Phobias and Ocd
Schizophrenia	Antisocial Personality Disorders	Eating Disorders
Dementias	Helping Yourself in Mental Health Issues	Services for Mental Health Issues



All Courses: Education, Teaching, Childcare, Parenting

Analyse Information to Inform Learning	Assist in Facilitation of Student Learning	Assist in Implementation of Planned Educational Programs
Child Psychology	Comply with Legislative, Policy & Industrial Requirements in the Education Environment	Comply with School Administrative Requirements
Contribute to Student Education in all Development Domains	Contribute to the Health and Safety of Students	Contribute to the Organisation & Management of Classroom or Centre
Develop Cultural Competence	Develop Positive and Respectful Relationships with Children	Educational Psychology
Embed Sustainable Practices in Service Operations	Ensure Health & Safety of Children	Establish & Implement Plans for Developing Coorperative Behaviour
Establish & Maintain a Safe & Healthy Environment for Children	Facilitate Compliance in an Education and Care Service	Facilitate Learning for Students with Disabilities
Foster the Holistic Development & Wellbeing of the Child in Early Childhood	Identify and Respond to Children and Young People at Risk	Implement Strategies for the Inclusion of all Children
Maintain Work Health & Safety	Nuture Creativity in Children	Participate in Workplace Health & Saftey
Promote and Provide Healthy Food & Drink	Promote Childrens Agency	Provide Care for Babies & Toddlers
Provide Care for Children	Provide Experiences to Support Children's Play & Learning	Provide Support to Students with Autism Spectrum Disorder
Reflect and Improve Own Professional Practice	Search and Access Online Information	Set Up & Sustain Individual & Small Group Learning Areas
Support Behaviour of Children And Young People	Support Children to Participate in School Age Care	Support Learning and Implementation of Responsible Behaviour
Support Students Literacy Learning	Support Students with Additional Needs in the Classroom Environment	Support the Development of Literacy & Oral Language Skills
Support the Development of Numeracy Skills	Support the Holistic Development of Children in Early Childhood	Undertake Project Work
Use an Approved Learning Framework to Guide Practice	Use Educational Strategies to Support Aboriginal & Torres Strait Islander Education	Use Information About Children to Inform Practice



All Courses: Education, Teaching, Childcare, Parenting

	Work Effectively with Aboriginal and Torres Strait Islander People	Work Effectively with Students & Colleagues
· ·	Work with Students in Need of Additional	Work Within a Relevant Legal & Ethical Framework
Appropriate Education & Care for Children	Support	



All Courses: Fitness, Health, Personal Training

Address Client Needs	Apply Anatomy & Physiology Principles in a Fitness Context	Apply Exercise Science Principles to Personal Training
Apply Motivational Psychology to Provide Guidance on Exercise Behaviour and Change to Meet Health & Fitness Goals	Applying Science to Personal Training	Develop And Apply an Awareness of Specific Populations to Exercise Delivery
Endurance Training	Essential Workplace Skills	Exercise Library
Gym Instructors Induction	Healthy Eating for a Healthy Life	Interpret Financial Information
Maintain Sport, Fitness & Recretion Equipment for Activities	Maintaining Sports & Recretional Equipment	Manage Conflict
Managing Finances within a Budget	Operating a Small Fitness Business	Plan and Deliver Exercise to Older Clients with Managed Conditions
Population Awareness in the Community	Postural Assessment Skills	Provide Healthy Eating Information to Clients in Accordance with Recommended Guidelines
Skills of a Personal Trainer	Skills of the Gym Instructor	Specialised Exercise Programming Equipment
Strength & Conditioning	The Science of Health & Fitness	Work Collaboratively with Medical and Allied Health Professionals
Working with Allied Health Professionals	Workplace Essentials for the Fitness Industry	



All Courses: Training & Assessment / Teaching

Address Adult Language, Literacy & Numeracy Skills	Assess Competence	Contribute to Assessment
Coordinate & Faciltate Distance Based Learning	Design & Develop Learning Programs	Participate in Assessment Validation
Plan Assessment Activities & Processes	Plan, Organise & Deliver Group Based Learning	Plan, Organise & Facilitate Learning in the Workplace
Provide Workskill Instruction	Using Training Packages and Accredited Courses to Meet Client Needs	

What next?

Please contact to arrange a meeting for further discussions.

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