

UNIT #	Version	Level	Credits	TITLE	Field
114	7	3	4	Demonstrate knowledge of and use office automation systems	Business
121	7	2	5	Demonstrate and apply knowledge of office equipment and administration processes	Business
122	7	3	5	Provide office reception services	Business
123	7	3	5	Use office information, copying, and telecommunication systems	Business
125	7	3	5	Demonstrate knowledge of record management systems within an organisation	Business
327	7	2	4	Document business financial transactions for an entity	Business
328	7	3	4	Identify the requirements for a financial record system for an entity	Business
329	7	2	4	Process financial information for cash transactions for an entity	Business
334	7	3	4	Demonstrate knowledge of and operate inventory systems	Business
335	8	4	6	Prepare computerised payroll and related administration records using payroll software	Business
1277	7	2	3	Communicate information in a specified workplace	Humanities
1279	7	3	3	Write in plain English	Humanities
1280	7	2	2	Use graphics in communication	Humanities
1285	7	1	2	Make enquiries and complete practical transactions	Humanities
1293	7	1	2	Be interviewed in an informal, one-to-one, face-to-face interview	Humanities
1294	7	2	2	Be interviewed in a formal interview	Humanities
1296	7	3	3	Interview in informal situations	Humanities
1297	7	4	5	Conduct an interview in a formal situation	Humanities
1299	9	2	4	Be assertive in a range of specified situations	Humanities
1304	9	3	2	Communicate with people from other cultures	Humanities
1307	8	3	3	Speak to a known audience in a predictable situation	Humanities
1311	7	4	4	Present and defend an argument orally	Humanities
1312	7	3	3	Give oral instructions in the workplace	Humanities
1852	8	4	6	Prepare a revenue statement and balance sheet	Business
1986	7	4	5	Apply calculations, data analysis, and statistical interpretation in a business context	Business
1987	6	5	5	Develop strategies to establish and maintain positive workplace relationships	Business
1988	7	4	6	Supervise workplace operations	Business
2925	5	3	8	Describe marketing options for enterprise activities	Business
2926	5	4	10	Demonstrate knowledge of the principles of marketing	Business
2927	5	5	7	Determine social, cultural and ethical responsibilities for marketing activities	Business
2931	5	5	8	Plan a marketing campaign	Business
2935	5	5	10	Determine the marketing mix	Business
2941	5	5	10	Demonstrate and apply knowledge of direct marketing	Business

2944	5	5	8	Produce and coordinate product strategies	Business
2946	5	5	8	Discuss pricing strategies	Business
2950	5	5	8	Produce and coordinate promotional strategies	Business
2989	6	2	3	Select, read, and assess texts on a topic	Humanities
2990	7	3	4	Read texts to research information	Humanities
3483	7	1	2	Fill in a form	Humanities
3488	6	2	3	Write business correspondence for a workplace	Humanities
3490	7	1	2	Complete an incident report	Humanities
3491	7	3	4	Write a report	Humanities
3492	7	2	3	Write a short report	Humanities
3494	6	3	3	Write minutes for a formal meeting	Humanities
3501	1	1	4	Listen to gain information in specific contexts	Humanities
3503	6	1	2	Communicate in a team or group to complete a routine task	Humanities
4098	8	4	6	Use standards to assess candidate performance	Education
6404	8	4	5	Develop marketing options for small business operations	Business
6405	8	4	5	Determine advertising options for small business enterprises	Business
6910	5	3	5	Integrate business administration functions and systems	Business
7091	6	4	4	Establish a culturally safe and inclusive learning environment for adults in New Zealand's cultural setting	Education
7092	5	6	15	Formulate a proposal for adult education and training	Education
7093	5	4	10	Plan for delivery of learning sessions for adults	Education
7094	5	6	15	Design a course for adult education and training	Education
7095	5	5	6	Develop and facilitate individualised adult learning plans	Education
7096	5	4	8	Deliver learning presentations for adult learners	Education
7097	6	6	12	Facilitate learner-led interactive learning sessions for adult learners	Education
7098	5	6	15	Evaluate an adult training course	Education
7100	5	5	10	Plan, organise, and review learning events for adult education and training	Education
7103	5	4	5	Determine the training requirements of individual adults for a specified job	Education
7104	5	6	20	Conduct a training needs analysis for adults in an organisation	Education
7105	5	5	15	Conduct a training needs analysis for an adult group	Education
7106	5	4	5	Prepare learning plans and provide guidance for individual adult learners	Education
7108	5	4	8	Deliver on-job training for adult trainees	Education
7109	5	6	15	Develop and review an organisational learning culture for adults	Education
7110	5	5	8	Critically evaluate and improve own professional knowledge and practice in adult education and training	Education
7112	5	6	10	Support and promote the adult training and development function within an organisation	Education

7113	5	6	12	Trial and evaluate an innovation for adult education and training within an organisation	Education
7114	5	5	8	Coach adult learner(s)	Education
7115	5	4	6	Create and maintain a positive learning environment for adult learners	Education
7449	5	4	5	Contribute to organisational strategy development	Business
7762	2	4	4	Identify and explain influences on an organisation	Business
8073	8	4	8	Establish, develop, and improve quality-focused aspects of supplier relationships	Business
8074	8	4	8	Establish, develop, and improve quality-focused aspects of customer relationships	Business
8076	8	5	4	Promote the participation of management and staff in quality initiatives	Business
8077	8	3	4	Participate in a team to achieve specified quality improvement objectives	Business
8078	8	5	6	Lead a team to achieve specified quality improvement objectives	Business
8081	8	3	8	Collect data for a specified purpose	Business
8082	8	4	8	Analyse data and communicate information for a specified purpose	Business
8085	7	3	4	Demonstrate knowledge of quality and its management	Business
8086	7	4	4	Demonstrate knowledge required for quality auditing	Business
8087	7	3	5	Use core quality management tools	Business
8088	7	5	4	Analyse quality costs	Business
8089	7	4	6	Use statistical process control tools for the control and improvement of processes	Business
8495	5	4	3	Develop self to improve own performance in an organisation	Business
8498	6	5	5	Develop strategies to manage conflict in an organisation	Business
9677	10	2	3	Communicate in a team or group which has an objective	Humanities
9678	8	5	4	Conduct a formal meeting	Humanities
9679	7	4	4	Apply knowledge of a formal meeting	Humanities
9680	6	2	3	Communicate within a specified organisational context	Humanities
9681	7	3	3	Contribute within a team or group which has an objective	Humanities
9685	8	5	5	Write an analytical report	Humanities
9691	7	5	5	Demonstrate knowledge of group processes	Humanities
9692	7	5	4	Deliver an oral presentation to an audience	Humanities
9694	8	3	4	Demonstrate and apply knowledge of communication process theory	Humanities
9695	7	3	3	Examine problem-solving models and explain associated techniques	Core Generic
9696	7	4	4	Apply a problem-solving model	Core Generic
9701	7	4	3	Write a proposal	Humanities

9703	7	5	3	Write a job procedure	Humanities
9704	8	4	4	Manage interpersonal conflict	Humanities
9705	7	3	3	Give feedback on performance in the workplace	Humanities
9707	7	1	5	Demonstrate knowledge of workplace communication requirements	Humanities
10472	5	4	5	Demonstrate knowledge of support systems required for the provision of open, flexible, and networked learning (OFNL)	Education
10791	5	2	3	Participate in an informal meeting	Humanities
10792	5	1	3	Write formal personal correspondence	Humanities
11095	7	3	3	Write business correspondence to convey complex ideas and/or information	Humanities
11096	6	5	3	Analyse feedback contexts and apply constructive feedback techniques	Humanities
11097	5	3	3	Listen actively to gain information in an interactive situation	Humanities
11098	6	5	2	Use and evaluate listening techniques	Humanities
11099	6	4	4	Develop strategies for communicating in a culturally diverse workplace	Humanities
11101	5	4	5	Collaborate within a team which has an objective	Humanities
11280	6	6	15	Manage and monitor assessment within an organisation	Education
11551	6	5	10	Quality assure assessment	Education
11552	6	5	10	Design and evaluate assessment materials	Education
11646	6	5	6	Produce business information for management	Business
11647	6	5	5	Present business information for a business purpose	Business
11648	6	5	7	Plan, organise, and record business meetings	Business
11649	6	5	8	Manage business meetings to achieve objectives	Business
11651	6	5	7	Manage travel arrangements for international business travel	Business
11658	4	5	5	Develop a customer loyalty strategy for direct marketing	Business
11660	4	4	5	Establish, manage, and maintain customer data for direct marketing	Business
12336	5	4	4	Write a user guide or technical text	Humanities
15189	4	4	4	Implement a health and safety plan for a workplace	Health
15190	4	4	10	Develop and implement a work team plan	Business
16342	4	4	4	Evaluate organisational design for an organisation	Business
16612	5	4	4	Write documents to achieve effective communication for a business purpose	Humanities
16614	6	4	3	Apply time management concepts and methods in business situations	Business
18336	5	4	5	Demonstrate and apply knowledge of team-building skills	Business
18337	4	4	5	Determine and co-ordinate training and/or development for a team	Business

18509	4	4	6	Demonstrate knowledge of risk management in an organisation	Business
19025	5	4	7	Demonstrate and apply knowledge of quality assurance in a business operation	Business
19448	1	4	5	Find and repair electrical faults and perform test routines on robotic equipment	Engineering and Technology
19629	5	4	4	Present a reasoned argument in a report	Humanities
20078	5	3	7	Demonstrate knowledge of taxation, financial, and insurance responsibilities for small businesses	Business
20469	4	5	8	Evaluate adult learning sessions	Education
20470	4	5	15	Design, draft, and trial a training manual for adults	Education
20849	5	5	10	Develop and implement a plan to gather, analyse and report on information for management of quality	Business
21355	2	3	5	Collect and test diagnostic samples from large animals, and prepare the samples for dispatch	Agriculture, Forestry and Fisheries
21862	3	4	8	Demonstrate knowledge of management administrative services	Business
21863	3	5	10	Provide and evaluate management administrative services	Business
21864	3	4	5	Manage travel arrangements for domestic business travel	Business
21866	3	4	8	Demonstrate knowledge required in medical administration roles, and produce medical documents	Business
21867	3	4	5	Process medical records and related information using a computerised patient database	Business
21868	3	4	10	Demonstrate knowledge of hospital clinical administration support services	Business
21982	4	5	6	Facilitate the transfer of existing competence into new contexts for adult trainees	Education
23394	3	5	4	Plan for and carry out staff selection	Business
23396	4	4	3	Demonstrate knowledge of performance management planning	Business
23397	3	5	6	Plan and monitor performance of others	Business
24871	4	2	2	Complete complex forms	Humanities
24874	3	3	4	Demonstrate knowledge of performance management	Business
24876	3	3	6	Develop a plan for, and describe, recruitment and selection of staff for a specified workplace	Business
24877	3	3	3	Describe employment legislation requirements for job descriptions and write a job description	Business
25073	3	2	3	Read texts to recognise differing points of view on a topic	Humanities
25450	3	5	5	Demonstrate skills in managing staff exit in an organisation	Business
25451	3	5	5	Provide mentoring in an organisation	Business
25680	3	5	8	Introduce a staff recruitment and appointment system into an organisation	Business
25681	3	5	6	Evaluate and maintain a staff recruitment and appointment system in an organisation	Business
25682	3	4	4	Demonstrate knowledge of staff recruitment and appointment systems in human resource management practice	Business
25685	3	4	4	Demonstrate knowledge of performance management systems in human resource management practice	Business

25688	3	4	4	Demonstrate knowledge of remuneration systems in human resource management practice	Business
25689	3	5	10	Introduce a programme for workforce health, safety, and wellness into an organisation	Business
25690	3	5	10	Evaluate and maintain a programme for workforce health, safety, and wellness in an organisation	Business
25691	3	4	4	Demonstrate knowledge of workforce health, safety, and wellness programmes in human resource management practice	Business
25694	3	4	4	Demonstrate knowledge of workforce development systems in human resource management practice	Business
25695	3	5	10	Describe human resource management in organisations in New Zealand	Business
25779	3	5	10	Develop materials for open, flexible, and networked learning (OFNL)	Education
25780	3	6	20	Manage the provision of open, flexible, and networked learning (OFNL)	Education
25781	3	5	10	Facilitate learning in an open, flexible, and networked learning (OFNL) environment	Education
26009	3	4	4	Establish a culturally safe and inclusive multicultural learning environment for adults	Education
26171	3	6	9	Develop and implement an assessment strategy for an organisation	Education
26172	3	6	9	Manage moderation within an organisation	Education
26172	2	6	9	Manage moderation within an organisation	Education
26366	3	4	5	Prepare and use budgets for an entity	Business
26367	3	5	6	Demonstrate and apply knowledge of costing for an activity within an entity	Business
26387	2	4	4	Plan a direct mail campaign as part of a direct marketing strategy	Business
26388	2	5	5	Evaluate a marketing campaign	Business
26389	2	5	5	Demonstrate knowledge of distribution channels	Business
26768	2	3	7	Use a computerised accounts receivable and payable system to produce financial information	Business
27515	2	4	4	Recommend acquisition of resources for an operation in an organisation	Business
27516	2	5	5	Analyse and improve the effectiveness of a system in an operation in an organisation	Business
27517	2	4	4	Improve the effectiveness of a process in an organisation	Business
27518	2	4	3	Control flow of inputs in an operation in an organisation	Business
27519	2	3	2	Describe a system in an operation in an organisation	Business
27520	2	5	5	Create a plan for an operation in an organisation	Business
27521	2	5	5	Manage a plan for an operation in an organisation	Business
27522	2	4	4	Demonstrate knowledge of planning in an organisation	Business
27523	2	5	3	Manage a contract for service	Business
27531	2	4	3	Demonstrate knowledge of the provisions and purpose of collective employment agreements	Business
27532	2	4	3	Demonstrate knowledge of the provisions and purpose of individual employment agreements	Business
27533	2	5	5	Demonstrate skills and knowledge for bargaining for a collective employment agreement	Business

27534	2	4	5	Develop a strategy to promote productive workplace relationships in an organisation	Business
27534	1	4	5	Develop a strategy to promote productive workplace relationships in an organisation	Business
27535	2	4	6	Develop a strategy for employee engagement in an organisation	Business
27536	2	4	4	Demonstrate knowledge of strikes and lockouts	Business
27538	2	5	5	Use organisational procedures for workplace resolution of employment relationship problems	Business
27557	2	3	4	Behave according to organisational requirements	Business
27558	2	5	5	Manage professional and ethical behaviour of staff in a business operation	Business
27563	2	3	4	Describe teams and team leadership	Business
27564	2	4	10	Demonstrate knowledge of leadership	Business
27565	2	3	4	Train colleagues in the workplace	Business
27566	2	4	5	Monitor staff performance in an organisation	Business
27567	2	4	4	Demonstrate knowledge of management of change in an organisation	Business
27568	2	5	4	Implement change in a work team	Business
27642	2	4	5	Use a pivot table to display data	Business
27643	3	4	6	Apply spreadsheet features to present data to meet a brief	Business
27765	2	3	4	Demonstrate knowledge of influences on organisations	Business
27766	2	4	4	Demonstrate knowledge of the business life cycle	Business
27769	2	4	5	Demonstrate knowledge of strategic processes in organisations	Business
29010	1	4	15	Apply the elements of accounting to support a business entity	Business
29011	1	4	10	Prepare tax returns for a business entity	Business
29012	1	4	13	Manage accounts payable and receivable for a business entity	Business
29013	1	4	12	Prepare payroll for a business entity	Business
29014	1	5	22	Apply accounting principles and practices for a business entity	Business
29015	1	5	23	Analyse and communicate financial information, and evaluate and minimise financial risk for a business entity	Business
29016	1	5	5	Apply tax rules for individuals and small businesses	Business
29017	1	5	10	Prepare budgets and monitor business performance against budgets for a business entity	Business
29018	1	6	12	Prepare financial reports for companies and comply with ethical requirements	Business
29019	1	6	8	Analyse and communicate financial and non-financial information for strategic decision-making for a business entity	Business
29020	1	6	10	Evaluate and use management accounting information for a business entity	Business
29021	1	6	10	Integrate business finance techniques for a business entity	Business

29022	1	6	10	Evaluate and use accounting information systems for a business entity	Business
29023	1	6	10	Apply tax rules to New Zealand business entities	Business
29024	1	3	15	Provide business administration support using business technology	Business
29025	1	3	15	Obtain, communicate, and reproduce business information using business technology	Business
29026	1	3	15	Process data to produce information for business purposes	Business
29027	1	3	15	Produce business documents using software applications	Business
29029	1	4	20	Provide administrative services using business technology and systems	Business
29030	1	4	20	Produce business information using data processing tools	Business
29031	1	4	20	Produce business documents using advanced features and functions of software applications	Business
29032	1	5	25	Manage administrative services	Business
29033	1	5	15	Analyse and evaluate administration systems and processes	Business
29034	1	5	10	Research business technology to support an identified business need	Business
29035	1	5	10	Manage user support for business technology	Business
29036	1	6	15	Evaluate and recommend new business technology to improve performance and productivity for a business entity	Business
29037	1	6	20	Lead people to achieve business administration goals	Business
29038	1	6	25	Manage and coordinate business administration systems and processes	Business
29039	1	4	35	Manage a team to contribute to a business entity's objectives	Business
29040	1	4	25	Manage work flows	Business
29041	1	3	23	Apply principles for effective performance within a team	Business
29042	1	3	15	Develop objectives for a team	Business
29043	1	3	10	Describe and compare different styles of team leadership for a business entity	Business
29044	1	5	35	Lead and manage people to achieve a business entity's operational objectives	Business
29045	1	5	25	Manage business activities to achieve a business entity's operational objectives	Business
29046	1	6	30	Lead and manage people to achieve a business entity's strategic goals	Business
29047	1	6	30	Manage business activities to achieve a business entity's strategic goals	Business
29048	1	5	20	Apply business knowledge for operational objectives in a business entity	Business
29049	1	5	28	Contribute to innovation and organisational change in operational contexts	Business
29050	1	5	12	Analyse the impact(s) of internal and external influences, and assess their consequence(s) for a business entity	Business
29051	1	6	12	Apply business knowledge for strategic objectives in a business entity	Business
29052	1	6	20	Contribute at a strategic level to innovation and organisational change within a business entity	Business

29053	1	6	18	Design and develop strategic objectives for a business entity	Business
29054	1	6	10	Develop strategies for managing the impact of environmental factors and their effect(s) on the entity's performance	Business
29055	1	3	15	Identify business opportunities	Business
29056	1	3	30	Produce an establishment plan for a small business opportunity	Business
29057	1	3	15	Assess the feasibility and viability of a potential small business opportunity	Business
29058	1	4	15	Develop a business plan for a small business	Business
29059	1	4	30	Manage operations for a small business	Business
29060	1	4	15	Manage staff and human resource processes for a small business	Business
29226	1	5	6	Apply risk management processes in an organisation	Business
29464	1	5	7	Develop, maintain, and strengthen external relationships for a small business	Business
29622	1	5	5	Describe adult literacy and numeracy education in Aotearoa New Zealand	Education
29623	1	5	10	Design strategies to embed adult literacy and numeracy in the delivery of a training or education programme	Education
29624	1	5	15	Plan and facilitate embedded adult literacy and numeracy skills development in a training or education programme	Education
29625	1	5	10	Use assessment to strengthen adult literacy and numeracy teaching and learning	Education
29626	1	5	5	Describe issues and theories that relate to adult literacy and numeracy	Education
29627	1	5	15	Design strategies to address adult literacy and numeracy demands and learner strengths and needs	Education
29628	1	5	10	Apply Maori and Pasifika frameworks to own adult literacy and numeracy teaching practice	Education
29629	1	5	10	Plan and facilitate literacy and numeracy skills development to meet the needs of individual adult learners	Education
29630	1	5	10	Plan and facilitate literacy and numeracy skills development to meet the needs of adult learner groups	Education
29631	1	5	5	Design adult literacy and numeracy contextualised assessments and processes	Education
29632	1	5	10	Evaluate own adult literacy and numeracy practice and share with other professionals	Education
29689	1	5	12	Design and prepare adult learning sessions for a variety of contexts	Education
29690	1	4	6	Describe principles and theories of adult learning	Education
29691	1	5	20	Facilitate adult learning sessions using adult teaching and learning theories and frameworks	Education
29692	1	4	14	Deliver learning sessions for adults	Education
29693	1	4	10	Review, evaluate and identify areas of improvement for own adult education teaching practice	Education
30358	1	4	12	Support the initiation of a project	Business
30359	1	4	15	Support the planning of a project	Business

30360	1	4	15	Support the execution, and monitoring and control of a project	Business
30361	1	4	8	Support the closing of a project	Business
30362	1	4	10	Lead aspects of a project(s) under broad guidance	Business
30363	1	5	12	Manage the initiation of a project	Business
30364	1	5	20	Develop a project management plan	Business
30365	1	5	20	Execute, and monitor and control a project	Business
30366	1	5	8	Close a project	Business
30388	1	5	10	Market a small business's product or service	Business
30421	1	4	15	Carry out assessments against standards to make judgements of learner performance	Education
30422	1	4	15	Participate in the quality assurance of assessment	Education
30423	1	4	10	Participate in assessment processes as a verifier	Education
30424	1	6	15	Critically evaluate current and emerging assessment practices and frameworks for application in education or training	Education
30425	1	6	20	Design and use complex and innovative assessments	Education
30426	1	6	10	Evaluate the design and use of materials for complex and innovative assessments	Education
30427	1	6	15	Provide leadership to another practitioner(s) to enhance their adult education and training practice	Education
30892	1	3	2	Demonstrate knowledge of methamphetamine contamination of property in New Zealand	Service Sector
30893	1	4	4	Demonstrate knowledge of methamphetamine screening sampling in accordance with NZS 8510:2017	Service Sector
30894	1	4	4	Carry out methamphetamine screening sampling and assessment on property	Service Sector

Marketing	Generic Marketing
Marketing	Generic Marketing
Marketing	Generic Marketing
Communication Skills	Reading
Communication Skills	Reading
Communication Skills	Writing
Communication Skills	Writing
Communication Skills	Writing
Communication Skills	Writing
Communication Skills	Writing
Communication Skills	Writing
Communication Skills	Interpersonal Communications
Communication Skills	Interpersonal Communications
Generic Education and Training	Assessment of Learning
Marketing	Generic Marketing
Marketing	Generic Marketing
Business Administration	Business Information Management
Adult Education and Training	Delivery of Adult Education and Training
Adult Education and Training	Management of Adult Education and Training
Adult Education and Training	Design and Development of Adult Education and Training
Adult Education and Training	Design and Development of Adult Education and Training
Adult Education and Training	Delivery of Adult Education and Training
Adult Education and Training	Delivery of Adult Education and Training
Adult Education and Training	Delivery of Adult Education and Training
Adult Education and Training	Delivery of Adult Education and Training
Adult Education and Training	Evaluation in Adult Education and Training
Adult Education and Training	Management of Adult Education and Training
Adult Education and Training	Design and Development of Adult Education and Training
Adult Education and Training	Design and Development of Adult Education and Training
Adult Education and Training	Design and Development of Adult Education and Training
Adult Education and Training	Delivery of Adult Education and Training
Adult Education and Training	Delivery of Adult Education and Training
Adult Education and Training	Management of Adult Education and Training
Adult Education and Training	Delivery of Adult Education and Training
Adult Education and Training	Management of Adult Education and Training

Communication Skills	Writing
Communication Skills	Interpersonal Communications
Communication Skills	Interpersonal Communications
Communication Skills	Interpersonal Communications
Generic Education and Training	Open, Flexible, and Networked Learning
Communication Skills	Interpersonal Communications
Communication Skills	Writing
Communication Skills	Writing
Communication Skills	Interpersonal Communications
Communication Skills	Interpersonal Communications
Communication Skills	Interpersonal Communications
Communication Skills	Interpersonal Communications
Communication Skills	Interpersonal Communications
Communication Skills	Interpersonal Communications
Generic Education and Training	Assessment of Learning
Generic Education and Training	Assessment of Learning
Generic Education and Training	Assessment of Learning
Business Administration	Business Information Management
Business Administration	Business Information Management
Business Administration	Business Administration Services
Business Administration	Business Administration Services
Business Administration	Business Administration Services
Marketing	Direct Marketing
Marketing	Direct Marketing
Communication Skills	Writing
Occupational Health and Safety	Occupational Health and Safety Practice
Business Operations and Development	People Development and Coordination
Business Operations and Development	Systems and Resources Management
Communication Skills	Writing
Business Operations and Development	People Development and Coordination
Business Operations and Development	People Development and Coordination
Business Operations and Development	People Development and Coordination

Business Operations and Development	Organisational Direction and Strategy
Business Operations and Development	Quality Management
Mechanical Engineering	Engineering - Robotics
Communication Skills	Writing
Business Operations and Development	Small Business
Adult Education and Training	Evaluation in Adult Education and Training
Adult Education and Training	Design and Development of Adult Education and Training
Business Operations and Development	Quality Management
Animal Care and Handling	Animal Care
Business Administration	Business Administration Services
Business Administration	Business Administration Services
Business Administration	Business Administration Services
Business Administration	Business Administration Services
Business Administration	Business Administration Services
Business Administration	Business Administration Services
Business Administration	Business Administration Services
Business Administration	Business Administration Services
Adult Education and Training	Delivery of Adult Education and Training
Business Operations and Development	People Development and Coordination
Business Operations and Development	People Development and Coordination
Business Operations and Development	People Development and Coordination
Communication Skills	Writing
Business Operations and Development	People Development and Coordination
Business Operations and Development	Human Resource Management
Business Operations and Development	Human Resource Management
Communication Skills	Reading
Business Operations and Development	People Development and Coordination
Business Operations and Development	People Development and Coordination
Business Operations and Development	Human Resource Management
Business Operations and Development	Human Resource Management
Business Operations and Development	Human Resource Management
Business Operations and Development	Human Resource Management

Business Operations and Development	Human Resource Management
Business Operations and Development	Human Resource Management
Business Operations and Development	Human Resource Management
Business Operations and Development	Human Resource Management
Business Operations and Development	Human Resource Management
Business Operations and Development	Human Resource Management
Generic Education and Training	Open, Flexible, and Networked Learning
Generic Education and Training	Open, Flexible, and Networked Learning
Generic Education and Training	Open, Flexible, and Networked Learning
Adult Education and Training	Delivery of Adult Education and Training
Generic Education and Training	Assessment of Learning
Generic Education and Training	Assessment of Learning
Generic Education and Training	Assessment of Learning
Financial Management	Financial Skills
Financial Management	Financial Skills
Marketing	Direct Marketing
Marketing	Generic Marketing
Marketing	Generic Marketing
Business Administration	Business Administration Services
Business Operations and Development	Systems and Resources Management
Business Operations and Development	Systems and Resources Management
Business Operations and Development	Systems and Resources Management
Business Operations and Development	Systems and Resources Management
Business Operations and Development	Systems and Resources Management
Business Operations and Development	Systems and Resources Management
Business Operations and Development	Systems and Resources Management
Business Operations and Development	Systems and Resources Management
Business Operations and Development	Systems and Resources Management
Business Operations and Development	Systems and Resources Management
Business Operations and Development	Workplace Relations
Business Operations and Development	Workplace Relations
Business Operations and Development	Workplace Relations

Business Operations and Development	Organisational Direction and Strategy
Business Operations and Development	Organisational Direction and Strategy
Business Operations and Development	Small Business
Business Operations and Development	Small Business
Business Operations and Development	Small Business
Business Operations and Development	Small Business
Business Operations and Development	Small Business
Business Operations and Development	Small Business
Business Operations and Development	Organisational Direction and Strategy
Business Operations and Development	Small Business
Adult Education and Training	Adult Literacy and Numeracy Education
Adult Education and Training	Adult Literacy and Numeracy Education
Adult Education and Training	Adult Literacy and Numeracy Education
Adult Education and Training	Adult Literacy and Numeracy Education
Adult Education and Training	Adult Literacy and Numeracy Education
Adult Education and Training	Adult Literacy and Numeracy Education
Adult Education and Training	Adult Literacy and Numeracy Education
Adult Education and Training	Adult Literacy and Numeracy Education
Adult Education and Training	Adult Literacy and Numeracy Education
Adult Education and Training	Adult Literacy and Numeracy Education
Adult Education and Training	Adult Literacy and Numeracy Education
Adult Education and Training	Adult Literacy and Numeracy Education
Adult Education and Training	Design and Development of Adult Education and Training
Adult Education and Training	Delivery of Adult Education and Training
Adult Education and Training	Delivery of Adult Education and Training
Adult Education and Training	Delivery of Adult Education and Training
Generic Education and Training	Assessment of Learning
Business Operations and Development	Project Management
Business Operations and Development	Project Management

Business Operations and Development	Project Management
Business Operations and Development	Project Management
Business Operations and Development	Project Management
Business Operations and Development	Project Management
Business Operations and Development	Project Management
Business Operations and Development	Project Management
Business Operations and Development	Project Management
Business Operations and Development	Project Management
Business Operations and Development	Small Business
Generic Education and Training	Assessment of Learning
Generic Education and Training	Assessment of Learning
Generic Education and Training	Assessment of Learning
Generic Education and Training	Assessment of Learning
Generic Education and Training	Assessment of Learning
Generic Education and Training	Assessment of Learning
Generic Education and Training	Assessment of Learning
Adult Education and Training	Management of Adult Education and Training
Cleaning and Caretaking	Specialist Cleaning Environments
Cleaning and Caretaking	Specialist Cleaning Environments
Cleaning and Caretaking	Specialist Cleaning Environments