



November 2018 Catalogue Products & Price List

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About us:

Resource Learning develops learning resources in the Health, Community services and, Business. We are passionate about providing quality vocational workbooks for both the learner and the Registered Training Organisation in mind. Learning workbooks can be purchased in print format, or under license agreement. Learning resources can also be developed on request via negotiation with the RTO and Resource Learning.

All workbooks have easy to follow learning activities, assessment tasks and informative content to facilitate the classroom and on-the-job training. They are mapped against elements and performance criteria and Performance and Knowledge evidence. They also contain useful pictures and diagrams, which has been especially helpful to those learners experiencing difficulty with literacy and/or English as a second language.

Personal service:

Resource Learning offer a flexible approach when purchasing workbooks or licensing full or partial qualifications. Let us know how we can assist you to appreciate our products as much as we do.

Resource learning publications

Include:

- Instructional material for the module or competency
- Range of learning activities
- Diagrams
- Topics for class discussion
- Class activities
- Assessment Tasks
- Mapping Matrix
- Glossary of terms and References

If a unit is not listed in our catalogue, don't worry we can write it for you! We are able to email you a full sample of a workbook for your perusal. This is obligation free!

Resources Available

- 2015 Community Services package units
- 2015 Health Services package units
- 2008 Community services training package units
- 2007 Business Services Training Package
- Health training package (Food safety units)
- Hospitality Training package (Food safety units)

How to order:

You can order your resources by:

Sending us an email detailing the units required and the quantity

Email Address: admin@resourcelearning.com.au

Delivery:

Please allow 7 working days from the date we receive your order for delivery. If you require a workbook order urgently please let us know. We aim to fill an order as promptly as possible.

Postage and Handling

Freight charges are subject to change without notice.

Current prices are:

1 workbook \$10

2-5 workbooks \$20

5 + workbooks- depending on weight of freight

Licensing Option:

Licensing is offered for individual units or for full courses:

Licensing terms:

- Unlimited printing of learning resources.
- Learning Resource provided in printable PDF format
- Activities / Assessment Tasks / Mapping Guide provided in word format that can be customised by the RTO

Please contact us for pricing

Note: Resource Learning retains copyright of the Learning Resources.

Requests for units to be developed or customised:

Contact Andrea during business hours: regarding customisation of learning resources to suit your training organisation or to have any learning resources developed.

Mobile: 0414 467 435

Email: admin@resourcelearning.com.au

2015 Community services training package units

UNIT CODE	UNIT NAME	UNIT PRICE	QUANTITY
			If you purchase 10 copies or more of the same workbook = \$15.00 each
BSBLDR402	Lead effective workplace relationships	\$19.95	
CHCADV001	Facilitate the interests and rights of clients	\$19.95	
CHCAGE001	Facilitate the empowerment of older people	\$19.95	
CHCAGE002	Implement falls prevention strategies	\$19.95	
CHCAGE003	Coordinate services for older people	\$19.95	
CHCAGE004	Implement interventions with older people at risk	\$19.95	
CHCAGE005	Provide support to people living with dementia	\$19.95	
CHCCCS001	Address the needs of people with chronic disease	\$19.95	
CHCCCS002	Assist with movement	\$19.95	
CHCCCS006	Facilitate individual service planning and delivery	\$19.95	
CHCCCS009	Facilitate responsible behaviour	\$19.95	
CHCCCS010	Maintain a high standard of service	\$19.95	
CHCCCS011	Meet personal support needs	\$19.95	
CHCCCS015	Provide individualised support	\$19.95	
CHCCCS017	Provide loss and grief support	\$19.95	
CHCCCS020	Respond effectively to behaviours of concern	\$19.95	
CHCCCS023	Support independence and wellbeing	\$19.95	
CHCCCS025	Support relationships with carers and families	\$19.95	
CHCCCS026	Transport individuals	\$19.95	
CHCCSM005	Develop, facilitate and review all aspects of case management	\$19.95	
CHCCOM002	Use communication to build relationships	\$19.95	
CHCCOM005	Communicate and work in health or community services	\$19.95	
CHCDIS001	Contribute to ongoing skills development using a strengths-based approach	\$19.95	
CHCDIS002	Follow established person-centred behaviour supports	\$19.95	
CHCDIS003	Support community participation and social inclusion	\$19.95	
CHCDIS004	Communicate using augmentative and alternative communication strategies	\$19.95	
CHCDIS005	Develop and provide person-centred service responses	\$19.95	
CHCDIS007	Facilitate the empowerment of people with disability	\$19.95	
CHCDIS008	Facilitate community participation and social inclusion	\$19.95	
CHCDIS009	Facilitate ongoing skills development using a person-centred approach	\$19.95	
CHCDIS010	Provide person-centred services to people with disability with complex needs	\$19.95	
CHCDIV001	Work with diverse people	\$19.95	
CHCHCS001	Provide home and community support services	\$19.95	
CHCLAH001	Work effectively in the leisure and health industries	\$19.95	
CHCLAH002	Contribute to leisure and health programming	\$19.95	
CHCLAH003	Participate in the planning, implementation and monitoring of individual leisure and health programs	\$19.95	
CHCLAH004	Participate in planning leisure and health programs for clients with complex needs	\$19.95	
CHCLAH005	Incorporate lifespan development and sociological concepts into leisure and health programming	\$19.95	
CHCLEG001	Work legally and ethically	\$19.95	
CHCLEG003	Manage legal and ethical compliance	\$19.95	
CHCMHS001	Work with people with mental health issues	\$19.95	
CHCPAL001	Deliver care services using a palliative approach	\$19.95	
CHCPRP001	Develop and maintain networks and collaborative partnerships	\$19.95	
CHCPRP003	Reflect on and improve own professional practice	\$19.95	
CHCPRT001	Identify and respond to children and young people at risk	\$19.95	
CHCVOL003	Recruit, induct and support volunteers	\$19.95	
CHCYTH001	Engage respectfully with young people	\$19.95	
CHCYTH002	Work effectively with young people in the youth work context	\$19.95	

CHCYTH003	Support young people to create opportunities in their lives	\$19.95	
CHCYTH004	Respond to critical situations	\$19.95	
HLTAAP001	Recognise healthy body systems	\$19.95	
HLTAAP002	Confirm physical health status	\$19.95	
HLTAHA011	Conduct groups sessions for individual client outcomes	\$19.95	
HLTINF001	Comply with infection prevention and control policies and procedures	\$19.95	
HLTWHS002	Follow safe work practices for direct client care	\$19.95	
HLTWHS003	Maintain work health and safety	\$19.95	

Units have been developed for community services and health for many qualifications including:

- CHC33015 - Certificate III in Individual Support
- CHC43015 - Certificate IV in Ageing Support
- CHC43115 - Certificate IV in Disability
- CHC43415 - Certificate IV in Leisure and Health
- CHC40413 - Certificate IV in Youth Work
- With more to come

2008 Community services training package units

UNIT CODE	UNIT NAME	UNIT PRICE	QUANTITY
			If you purchase 10 copies or more of the same workbook = \$15.00 each
BSBR501B	Manage risk	\$19.95	
CHCAC317A	Support older people to maintain their independence	\$19.95	
CHCAC318B	Work effectively with older people	\$19.95	
CHCAC319A	Provide Support to People Living With Dementia	\$19.95	
CHCAC412B	Provide services to older people with complex needs	\$19.95	
CHCAC416A	Facilitate support responsive to the specific nature of dementia	\$19.95	
CHCAC417A	Implement interventions with older people at risk of falls	\$19.95	
CHCAD401D	Advocate for clients	\$19.95	
CHCAD504B	Provide advocacy and representation services	\$19.95	
CHCAD603B	Provide systems advocacy services	\$19.95	
CHCADMIN305F	Work within the administration protocols of the organisation	\$19.95	
CHCADMIN604B	Manage the Finances, Accounts and Resources of an Organisation	\$19.95	
CHCAOD201D	Prepare for alcohol and other drugs work	\$19.95	
CHCAOD402B	Work effectively in the Alcohol and other Drugs sector	\$19.95	
CHCAOD406E	Work with clients who are intoxicated	\$19.95	
CHCAOD408B	Assess needs of clients with alcohol and - or other drugs issues	\$19.95	
CHCAOD409E	Provide alcohol and-or other drug withdrawal services	\$19.95	
CHCAOD411A	Provide interventions for people with alcohol and other drug issues	\$19.95	
CHCAOD511C	Provide advanced interventions to meet the needs of clients with alcohol and-or other drug issues	\$19.95	
CHCCD401E	Support community participation	\$19.95	
CHCCD404E	Develop and implement community programs	\$19.95	
CHCCD412B	Work within a community development framework	\$19.95	
CHCCD505E	Develop community resources	\$19.95	
CHCCD514B	Implement Community Development Strategies	\$19.95	
CHCCD619B	Establish and maintain community, government and business partnerships	\$19.95	
CHCCHILD401B	Identify and respond to children and young people at risk	\$19.95	
CHCMH301C	Work effectively in mental health	\$19.95	
CHCCM402E	Establish and monitor a case plan	\$19.95	
CHCCM404A	Undertake case management for clients with complex needs	\$19.95	
CHCCM501A	Coordinate complex case requirements	\$19.95	
CHCCM503C	Develop, facilitate and monitor all aspects of case management	\$19.95	
CHCCM504D	Promote high quality case management	\$19.95	
CHCCOM302D	Communicate appropriately with clients and colleague	\$19.95	
CHCCOM403A	Use targeted communication skills to build relationships	\$19.95	
CHCCOM504B	Develop, implement and promote effective workplace communication	\$19.95	
CHCCS305C	Assist clients with medication	\$19.95	
CHCCS308B	Provide first point of contact	\$19.95	
CHCCS311D	Deliver and monitor services to clients	\$19.95	
CHCCS400C	Work within a relevant legal and ethical framework	\$19.95	
CHCCS401C	Facilitate responsible behaviour	\$19.95	
CHCCS403C	Provide brief intervention	\$19.95	
CHCCS405C	Identify and address specific client needs	\$19.95	
CHCCS411C	Work effectively in the community sector	\$19.95	
CHCCS412E	Deliver and develop client services	\$19.95	
CHCCS413B	Support individuals with Autism Spectrum Disorder	\$19.95	
CHCCS416B	Assess and provide services for clients with complex needs	\$19.95	
CHCCS419C	Provide support services to clients	\$19.95	
CHCCS422B	Respond holistically to client issues and refer appropriately	\$19.95	

CHCCS424B	Administer and monitor medication	\$19.95	
CHCCS426B	Provide support and care relating to loss and grief	\$19.95	
CHCCS500B	Conduct complex assessment and referral	\$19.95	
CHCCS502C	Maintain Legal and Ethical Work Practices	\$19.95	
CHCCS503B	Develop, implement and review services and programs to meet client needs	\$19.95	
CHCCS504B	Provide services to clients with complex needs	\$19.95	
CHCCS505B	Provide supervision support to community sector workers	\$19.95	
CHCCS604B	Manage the Delivery of Quality Services to clients	\$19.95	
CHCCS607E	Coordinate in-service assessment and response to address client needs	\$19.95	
CHCCSL501A	Work within a structured counselling framework	\$19.95	
CHCCSL507B	Support clients in decision-making processes	\$19.95	
CHCCW503A	Work intensively with clients	\$19.95	
CHCDFV505C	Counsel clients affected by domestic and family violence	\$19.95	
CHCDIS301C	Work effectively with people with a disability	\$19.95	
CHCDIS302A	Maintain an environment to empower people with a disability	\$19.95	
CHCDIS313A	Support people with disabilities who are ageing	\$19.95	
CHCDIS322A	Support community participation and inclusion	\$19.95	
CHCDIS323A	Contribute to skill development and maintenance	\$19.95	
CHCDIS405A	Facilitate skills development and maintenance	\$19.95	
CHCDIS409B	Provide services to people with disabilities with complex needs	\$19.95	
CHCDIS410A	Facilitate community participation and inclusion	\$19.95	
CHCDIS411A	Communicate using augmentative and alternative communication strategies	\$19.95	
CHCDIS509E	Maximise participation in work by people with disabilities	\$19.95	
CHCDIS511A	Coordinate services for people with disabilities	\$19.95	
CHCGROUP302D	Support group activities	\$19.95	
CHCGROUP403D	Plan and conduct group activities	\$19.95	
CHCHC311C	Work effectively in Home and Community Care	\$19.95	
CHCHC401C	Coordinate and monitor home based support	\$19.95	
CHCICS301B	Provide support to meet personal care needs	\$19.95	
CHCICS302B	Participate in the implementation of individualised plans	\$19.95	
CHCICS303A	Support individual health and wellbeing	\$19.95	
CHCICS304B	Work effectively with carers	\$19.95	
CHCICS305B	Provide behaviour support in the context of individualised plans	\$19.95	
CHCICS306B	Provide basic foot skin and nail care	\$19.95	
CHCICS401B	Facilitate support for personal care needs	\$19.95	
CHCICS402B	Facilitate individualised plans	\$19.95	
CHCICS403A	Conduct individual assessment	\$19.95	
CHCICS404B	Plan and provide advanced behaviour support	\$19.95	
CHCICS405B	Facilitate groups for individual outcomes	\$19.95	
CHCICS406B	Support client self-management	\$19.95	
CHCICS407B	Support positive lifestyle	\$19.95	
CHCICS408B	Provide support to people with chronic disease	\$19.95	
CHCICS410A	Support relationships with carers and families	\$19.95	
CHCINF302D	Maintain the organisation's information systems	\$19.95	
CHCINF403E	Coordinate information systems	\$19.95	
CHCINF408C	Comply with information requirements of the aged care and community care sectors	\$19.95	
CHCINF505D	Meet statutory and organisation information requirements	\$19.95	
CHCINF604C	Manage the organisation's information systems.	\$19.95	
CHCINF606D	Manage information strategically	\$19.95	
CHCLD415A	Confirm client developmental status	\$19.95	
CHCLD514B	Analyse impacts of sociological factors on clients in community work and services	\$19.95	
CHCLD515A	Analyse client information for service planning and delivery	\$19.95	
CHCMH301C	Work effectively in mental health	\$19.95	
CHCMH402B	Apply understanding of mental health issues and recovery processes	\$19.95	
CHCMH408C	Provide interventions to meet the needs of consumers with mental health and AOD issues	\$19.95	
CHCMH411A	Work with people with mental health issues	\$19.95	
CHCNET301D	Participate in networks	\$19.95	

CHCNET402B	Establish and maintain effective networks	\$19.95	
CHCNET404B	Facilitate links with other services	\$19.95	
CHCNET501C	Work effectively with other services and networks	\$19.95	
CHCNET503D	Develop new networks	\$19.95	
CHCOHS312B	Follow safety procedures for direct care work	\$19.95	
CHCOSH403B	Work effectively with children in outside school hours care	\$19.95	
CHCORG202C	Work with others	\$19.95	
CHCORG303C	Participate effectively in the work environment	\$19.95	
CHCORG405E	Maintain an effective work environment	\$19.95	
CHCORG406C	Supervise work	\$19.95	
CHCORG423C	Maintain quality service delivery	\$19.95	
CHCORG428A	Reflect on and Improve own professional practice	\$19.95	
CHCORG501B	Facilitate workplace change and innovation	\$19.95	
CHCORG506E	Coordinate the work environment	\$19.95	
CHCORG525D	Recruit and coordinate volunteers	\$19.95	
CHCORG605B	Manage Human Resources in a community sector organisation	\$19.95	
CHCORG607D	Manage Workplace Issues	\$19.95	
CHCORG608E	Establish and manage new programs or services	\$19.95	
CHCORG610B	Manage change in a community sector organisation	\$19.95	
CHCORG611C	Lead and develop others in a community sector workplace	\$19.95	
CHCORG619D	Manage quality of organisation's service delivery outcomes	\$19.95	
CHCORG620D	Promote and represent the service	\$19.95	
CHCORG624E	Provide leadership in community services delivery	\$19.95	
CHCORG627B	Provide mentoring support to colleagues	\$19.95	
CHCOSH401A	Support children to participate in outside school hours care	\$19.95	
CHCOSH402A	Develop and implement activities in outside school hours care	\$19.95	
CHCPA301B	Deliver care services using a palliative approach	\$19.95	
CHCPA402B	Plan for and provide care services using a palliative approach	\$19.95	
CHCPRT001	Identify and respond to children and young people at risk	\$19.95	
CHCPOL501A	Access evidence and apply in practice	\$19.95	
CHCPOL606B	Coordinate policy development	\$19.95	
CHCPOL701B	Use research evidence to advance policy and practice	\$19.95	
CHCRH401C	Work effectively in the Leisure and Health Industry	\$19.95	
CHCRH402B	Undertake leisure and health programming	\$19.95	
CHCRH404B	Plan, implement and monitor leisure and health programs	\$19.95	
CHCRH405A	Plan leisure and health programs for clients with complex needs	\$19.95	
CHCRH406A	Apply knowledge of human behaviour in leisure activity programs	\$19.95	
CHCRH407A	Apply sociological concepts to leisure and health	\$19.95	
CHCRH503B	Develop leisure and health programs for clients with special needs	\$19.95	
CHCYTH005	Develop and implement procedures to enable young people to address their needs	\$19.95	
CHCYTH301E	Work effectively with young people	\$19.95	
CHCYTH501A	Develop and implement procedures to enable young people to address their needs	\$19.95	
CHCYTH504A	Support young people to take collective action	\$19.95	
CHCWHS312A	Follow WHS safety procedures for direct care work	\$19.95	
HLTAP301B	Recognise healthy body systems in a health care context	\$19.95	
HLTAP401B	Confirm physical health status	\$19.95	
HLTAP501C	Analyse health information	\$19.95	
HLTFS309C	Oversee the day-to-day implementation of food safety in the workplace	\$19.95	
HLTHIR403C	Work effectively with culturally diverse clients and coworkers	\$19.95	
HLTHIR404D	Work effectively with Aboriginal and Torres Strait Islanders	\$19.95	
HLTOHS300B	Contribute to OHS processes	\$19.95	
HLTOHS400A	Maintain OHS processes	\$19.95	
HLTOHS401A	Maintain workplace OHS processes	\$19.95	
HLTOHS500A	Manage OHS processes	\$19.95	
HLTWHS200A	Participate in WHS processes	\$19.95	
HLTWHS401A	Maintain workplace WHS processes	\$19.95	
HLTWHS501A	Manage workplace WHS processes	\$19.95	

SIRXQUA002A	Lead a team to foster innovation	\$19.95	
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2007 Health training package units

UNIT CODE	UNIT NAME	UNIT PRICE	QUANTITY
			If you purchase 10 copies or more of the same workbook = \$15.00 each
BSBMED201A	Use basic medical terminology	\$19.95	
BSBMED301B	Interpret and apply medical terminology appropriately	\$19.95	
HLTAP301B	Recognise Healthy body systems in a health care context	\$19.95	
HLTCOM404C	Communicate effectively with clients	\$19.95	
HLTCOM405D	Administer a practice	\$19.95	
HLTCOM503D	Manage a practice	\$19.95	
HLTCSD201D	Maintain high standard of client service	\$19.95	
HLTCSD203D	Prepare and maintain beds	\$19.95	
HLTCSD208D	Transport clients/ patients	\$19.95	
HLTCSD304D	Support the care of clients	\$19.95	
HLTCSD305D	Assist with client movement	\$19.95	
HLTCSD306D	Respond effectively to difficult or challenging behaviour	\$19.95	
HLTFS207C	Follow basic food safety practices	\$19.95	
HLTFS302C	Prepare foods suitable for a range of food service settings	\$19.95	
HLTFS309C	Oversee the day-to-day implementation of food safety in the workplace	\$19.95	
HLTFS310C	Apply and monitor food safety requirements	\$19.95	
HLTHIR301C	Communicate and work effectively in health	\$19.95	
HLTHIR403C	Work effectively with culturally diverse clients and co-workers	\$19.95	
HLTHIR404D	Work effectively with Aboriginal and Torres Strait Islander people	\$19.95	
HLTHSE204D	Follow safe manual handling practices		
HLTIN301C	Comply with infection control policies and procedures in health work	\$19.95	
HLTIN403C	Implement and monitor infection control policy and procedures	\$19.95	
HLTNA302D	Plan and evaluate meals and menus to meet recommended dietary guidelines	\$19.95	
HLTOHS300B	Contribute to OHS processes	\$19.95	
HLTSUP401B	Supervise in a health setting	\$19.95	
HLTWHS200A	Participate in WHS processes	\$19.95	
HLTWHS300A	Contribute to WHS processes	\$19.95	
THHBCAT01B	Prepare foods according to dietary and cultural needs	\$19.95	

2008 Palliative care units

UNIT CODE	UNIT NAME	UNIT PRICE	10 COPIES OR MORE PER Unit ORDER \$15.00
CHCPA402B	Plan for and provide care services using a palliative approach	\$19.95	
CHCPA301B	Deliver care services using a palliative approach	\$19.95	

2007 Business Services Training Package

Unit Code	Unit name	Unit Price	Quantity
	CORE UNITS		If you purchase 10 copies or more of the same workbook = \$15.00 each
BSBITS401B	Maintain business technology	\$19.95	
BSBCMN301A	Exercise initiative in a business environment	\$19.95	
BSBCMN304A	Contribute to personal skill development and learning	\$19.95	
BSBCMN419A	Manage projects	\$19.95	
BSBCUS201B	Deliver a service to customers	\$19.95	
BSBCUS301B	Deliver and monitor a service to customers	\$19.95	
BSBDIV301A	Work effectively with diversity	\$19.95	
BSBFIA402A	Report on financial activity	\$19.95	
BSBFLM303C	Contribute to effective workplace relationships	\$19.95	
BSBHRM402A	Recruit, select and induct staff	\$19.95	
BSBINM201A	Process and maintain workplace information	\$19.95	
BSBINM301A	Organise workplace information	\$19.95	
BSBINM401A	Implement workplace information system	\$19.95	
BSBINN301A	Promote innovation in a team environment	\$19.95	
BSBMED201A	Use basic medical terminology	\$19.95	
BSBMED301B	Interpret and apply medical terminology appropriately	\$19.95	
BSBMGT401A	Show leadership in the workplace	\$19.95	
BSBMGT402A	Implement operational plan	\$19.95	
BSBMGT403A	Implement continuous improvement	\$19.95	
BSBMGT605B	Provide leadership across the organisation	\$19.95	
BSBMGT608C	Manage innovation and continuous improvement	\$19.95	
BSBOHS201A	Participate in OHS processes	\$19.95	
BSBOHS407A	Monitor a safe workplace	\$19.95	
BSBRSK401A	Identify risk and apply risk management processes	\$19.95	
BSBRSK501A	Manage risk	\$19.95	
BSBWHS401A	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	\$19.95	
BSBWOR204A	Use business technology	\$19.95	
BSBWOR301B	Organise Personal Work Priorities and Development	\$19.95	
BSBWOR401A	Establish effective workplace relationships	\$19.95	
BSBWOR402A	Promote team effectiveness	\$19.95	
BSBWOR404B	Develop work priorities	\$19.95	

Health training package (Food safety units)

Unit Code	Unit name	Unit Price	Quantity If you purchase 10 copies or more of the same workbook = \$15.00 each
HLTFS207C	Follow food safety practices	\$19.95	
HLTFS309C	Oversee the day to day implementation of food safety in the workplace	\$19.95	
HLTFS310C	Apply and Monitor Food Safety Requirements	\$19.95	

Hospitality Training package (Food safety units)

Unit Code	Unit name	Unit Price	Quantity If you purchase 10 copies or more of the same workbook = \$15.00 each
SITXFSA101	Use hygienic practices for food safety	\$19.95	
SITXFSA201	Participate in safe food handling practices	\$19.95	
SITXHRM003B	Roster staff	\$19.95	