

## Welton Resources

**Resources current as at 19 October 2018** (in alphabetical order by code)

Training resources include:

Learning Guide, Trainer/Assessor Guide, Assessment Task Workbook, PowerPoint

RPL resources include:

Candidate Application and Guide and Assessor Guide for the qualification and

Candidate Guide and Assessor Guide for each unit

Unit	Training Resources	RPL Resources
BSBADM502 Manage meetings	YES	YES
BSBCMM401 Make a presentation	YES	YES
BSBCUS401 Coordinate implementation of customer service strategies	YES	YES
BSBCUS501 Manage quality customer service	YES	YES
BSBHRM405 Support the recruitment, selection and induction of staff	YES	YES
BSBHRM501 Manage human resource services	YES	YES
BSBHRM506 Manage recruitment selection and induction processes	YES	YES
BSBHRM512 Develop and manage performance management processes	YES	YES
BSBLDR401 Communicate effectively as a workplace leader	YES	YES
BSBLDR402 Lead effective workplace relationships	YES	YES
BSBLDR403 Lead team effectiveness	YES	YES
BSBLDR511 Develop and use emotional intelligence	YES	YES
BSBLDR502 Lead and manage effective workplace relationships	YES	YES
BSBLDR513 Communicate with influence	YES	YES
BSBMGT401 Show leadership in the workplace	YES	YES
BSBMGT402 Implement operational plan	YES	YES
BSBMGT403 Implement continuous improvement	YES	YES
BSBMGT502 Manage people performance	YES	YES
BSBMGT516 Facilitate continuous improvement	YES	YES
BSBMGT517 Manage operational plan	YES	YES
BSBPMG522 Undertake project work	YES	YES

\*\*Price per unit

- Training resources \$425 plus GST
- RPL resources \$150 plus GST
- Training and RPL resources purchased as a set \$500 plus GST

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BSBRES401 Analyse and present research information ( <span style="color: red;">under review</span> )	YES	YES
BSBRSK401 Identify risk and apply risk management processes	YES	YES
BSBRSK501 Manage risk	YES	YES
BSBSUS401 Implement and monitor environmentally sustainable work practices	YES	YES
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements	YES	YES
BSBWHS402 Assist with compliance with WHS laws	YES	YES
BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes	YES	YES
BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control	YES	YES
BSBWHS405 Contribute to implementing and maintaining WHS management systems	YES	YES
BSBWHS406 Assist with responding to incidents	YES	YES
BSBWHS407 Assist with claims management, rehabilitation and return-to-work programs	YES	YES
BSBWHS408 Assist with effective WHS management of contractors	NO	YES
BSBWHS409 Assist with workplace monitoring processes	NO	YES
BSBWHS410 Contribute to work-related health and safety measures and initiatives	YES	YES
BSBWHS501 Ensure a safe workplace	YES	YES
BSBWOR404 Develop work priorities	YES	YES
BSBWOR501 Manage personal work priorities and professional development	YES	YES
BSBWOR502 Lead and manage team effectiveness	YES	YES
TAEASS401 Plan assessment activities and processes	YES	YES
TAEASS402 Assess competence	YES	YES

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TAEASS403 Participate in assessment validation <i>(includes validation template and one tool to validate)</i>	YES	YES
TAEASS501 Provide advanced assessment practice	YES	YES
TAEASS502 Design and develop assessment tools <i>(includes best practice templates)</i>	YES	YES
TAEASS503 Lead assessment validation processes	YES	YES
TAEDEL301 Provide work skill instruction	YES	YES
TAEDEL401 Plan, organise and deliver group-based learning	YES	YES
TAEDEL402 Plan, organise and facilitate learning in the workplace	YES	YES
TAEDEL404 Mentor in the workplace	YES	YES
TAEDEL502 Provide advanced facilitation practice	YES	YES
TAEDES401 Design and develop learning programs	YES	YES
TAEDES402 Use training packages and accredited courses to meet client needs	YES	YES
TAEDES501 Design and develop learning strategies	YES	YES
TAEDES502 Design and develop learning resources	YES	YES
TAEDES505 Evaluate a training program	YES	YES
TAELLN411 Address adult language, literacy and numeracy skills	YES	YES
TAELLN412 Access resources and support to address foundation skills in vocational practice	YES	YES
TAELLN413 Integrate foundation skills into vocational training delivery	YES	YES
TAELLN501 Support the development of adult language literacy and numeracy skills	YES	YES
TAEPDD501 Maintain and enhance professional practice	YES	YES
TAETAS501 Undertake organisational training needs analysis	YES	YES

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