



BSB07 Business Services Assessment Pack

ORDER FORM / TAX INVOICE

PART 1

ABN 91 120 303 755

CONTACT & DELIVERY DETAILS

COMPLETE FORM then send

POST TO : PO Box 381, Avalon NSW 2107
PHONE US: 02 9918 9271
EMAIL: contact@rtohelp.com.au
WEBSITE: <http://www.rtohelp.com.au/>

Name		Position			
Organisation					
Postal Address Street					
Suburb/Town		State		Post Code	
ABN					
Telephone			Fax		
Email**					
**your email address is important so that we can send you electronic files and updates					
Website					
PRICE LIST	PRICE (Inc GST)	YOUR ORDER Total Number of tools			YOUR PRICE
Each Unit Assessment Packs	\$299 each		X	\$299	
10 and Over Unit Assessment Packs	\$220 each		X	\$220	
POSTAGE	Express Post	\$55	URGENT—Email files &		\$75
	Standard Post	\$35	Standard Post		
TOTAL PRICE — INCLUDING POSTAGE					

PAYMENT DETAILS/ METHODS

Payment may be made by Cheque, payable to RTOhelp,
via Direct Deposit Electronic Funds Transfer

Direct deposit by electronic funds transfer should be made to the following account
Account name: RTOhelp BSB: 032 095 Account number: 177701 Bank: Westpac
IMPORTANT Please indicate your company name on the electronic transfer

** Payment plan option: Orders over \$2,000 can be paid in 2 parts with a \$100 administration fee

DIRECT DEPOSIT

CHEQUE

Please mail or email both Part 1 & 2 of the order form. Goods are dispatched on receipt of payment.
Please allow 10 working days for delivery.
Preview policy – Preview documents are available on the website.

Products are on CD so we do not accept returns, however if you are not satisfied with the purchase please contact us.

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Products and Prices

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Organisation Name : _____

Contact Person : _____

Signature : _____

This product is licensed to an individual organisation, it cannot be used across RTO's or sold to a Third Party

Unit Code	Unit Name	Order	Unit Code	Unit Name	Order
BSBADM405B	Organise meetings		BSBMGT608B	Manage innovation and continuous improvement	
BSBADM502B	Manage Meetings		BSBMGT615A	Contribute to organisation development	
BSBADM503A	Plan and manage conferences		BSBMGT616A	Develop and implement strategic plans	
BSBADM504B	Plan or review administration systems		BSBMGT617A	Develop and implement a business plan	
BSBADM506B	Manage and design business document design and development		BSBMKG413A	Promote products and services	
BSBADV511A	Evaluate and recommend advertising media options		BSBMKG414A	Undertake marketing activities	
BSBCMM401A	Make a presentation		BSBMKG501B	Identify and evaluate marketing opportunities	
BSBCUS401A	Coordinate implementation of customer service strategies		BSBMKG502B	Establish and adjust the marketing mix	
BSBCUS402A	Address customer needs		BSBMKG506B	Plan market research	
BSBCUS501A	Manage quality customer service		BSBMKG507A	Interpret market trends and development	
BSBDIV601A	Develop and implement diversity policy		BSBMKG508A	Plan direct marketing activities	
BSBHRM402A	Recruit, select and induct staff		BSBMKG514A	Implement & monitor marketing activities	
BSBHRM501A	Manage human resources services		BSBMKG515A	Conduct a marketing audit	
BSBHRM502A	Manage human resources management information systems		BSBMKG516A	Profile international markets	
BSBHRM503A	Manage Performance Management systems		BSBMKG603B	Manage the marketing process	
BSBHRM504A	Manage workforce planning		BSBMKG605B	Evaluate international marketing opportunities	
BSBHRM505A	Manage remuneration and employee benefits		BSBMKG606B	Manage International Marketing Programs	
BSBHRM506A	Manage recruitment, selection and induction processes		BSBMKG608A	Develop organisational marketing objectives	
BSBHRM602A	Manage human resources strategic planning		BSBMKG609A	Develop a marketing plan	
BSBHRM604A	Manage employee relations		BSBOHS201A	Participate in OHS process	
BSBINM202A	Handle mail		BSBOHS407A	Monitor a safe workplace	
BSBINM501A	Manage information or knowledge management system		BSBPMG510A	Manage Projects	
BSBINM601A	Manage knowledge and information		BSBREL401A	Establish networks	
BSBINN301A	Promote innovation in a team environment		BSBRSK401A	Identify risk and apply risk management processes	
BSBINN601A	Manage organisation change		BSBRSK501A	Manage Risk	
BSBLED401A	Develop teams and individuals		BSBSUS501A	Develop workplace policy and procedures for sustainability	
BSBMGT402A	Implement operational plan		BSBWOR501A	Manage personal work priorities and professional development	
BSBMGT502B	Manage people performance		BSBWOR502A	Ensure team effectiveness	
BSBMGT515A	Manage operational plan		BSBWRT501A	Write persuasive copy	
BSBMGT605B	Provide leadership in the organisation				

***Special Orders—Units not on the list**

RTOhelp can write assessment tools for other BSB07 units of competency (not listed). These tools are negotiated with your company. 80% payment is requested up front. 20% final payment on delivery of the tools. The products remain copyright to RTOhelp