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If you intend to order you must include an order number.

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1. Order all 6 WRS master sets on CD for just \$495 (GST inc.) plus postage\*.
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  - b. If you take the option to **purchase all 6 WRS master sets on CD** and you are **already using all 3 of our PDS, Literacy and Numeracy sets**, then we will prepare for you the specially printed teacher reference copy version of WRS each workbook at no charge. (Save \$198)...or
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Title	Order form		
	Master Set on CD \$99 per set GST inc.	Pre-printed teacher version of workbook \$33 GST inc. (Might be a reduced charge see above.)	Pre-printed student workbook(s) \$20 GST inc. (If purchased directly from us)
WORK RELATED SKILLS - FOUNDATION 1	_____ @ \$99	_____ @ \$33	_____ @ \$20
WORK RELATED SKILLS - FOUNDATION 2	_____ @ \$99	_____ @ \$33	_____ @ \$20
WORK RELATED SKILLS - INTERMEDIATE 1	_____ @ \$99	_____ @ \$33	_____ @ \$20
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*\*Note: Postage for Master set CD-only orders is \$4.50.*

*Postage for printed masters orders is \$10 total in Vic. Postage for booklets in Vic. varies depending on size of order.*

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## NEW VCAL WORK RELATED SKILLS RESOURCES FOR 2010 - UNIT 1&2 RESOURCES ARE AVAILABLE NOW -

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*Note: ISBNs only apply to the student workbooks*

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- WORK RELATED SKILLS - FOUNDATION 2 (978-0-9805356-1-7)
- WORK RELATED SKILLS - INTERMEDIATE 1 (978-0-9805356-2-4)
- WORK RELATED SKILLS - INTERMEDIATE 2 (978-0-9805356-3-1)
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These new resource sets are available for purchase as **master licenses on CD** which grants you the right to reproduce the material in these WRS workbooks for your own school programs.

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#### Pricing FAQ:

- Each of the **6** master sets on CD is available at **\$99** GST inc.. The **master licenses on CD** sets are only available directly from us. Titles ordered will be combined on one CD.
- Each of the **6 printed student workbooks** is available at **\$20** GST inc. if you purchase directly from us. (They will be approximately \$24.95 if purchased from booksellers for booklisting purposes.)

#### Licensing FAQ

- There are **6 master sets** in the series and each set requires a separate reproduction license that you will be granted upon purchase.
- Note: You can only purchase the **teacher workbooks** or **printed student workbooks** (either from us or from booksellers) if you have acquired the **master license** for that title. Copying from the student workbooks without first obtaining a reproduction license is not permitted and constitutes a breach of the Copyright Act.
- A discount is available on the price of master licenses if you are ordering or booklisting **printed student workbooks** for use with student groups but minimum volumes do apply. You need to contact us if you are booklisting so that we can prepare your discounted **master sets on CD**.

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- ✓ Samples are also available as downloadable PDF files through our website: **www.goalscorer.com.au** (Note: You need to use Internet Explorer to access these).

#### Other FAQs

- ✓ Each A4-sized **printed student workbook** consists b/w 100-124 fully-formatted pages, utilising comb binding for strength and practicality (it lies flat.) The **Teacher master sets on CD** also include extra teacher material not included in the **student workbooks**.
- ✓ This new series extends our **PDS, Literacy & Numeracy** master sets that you might already be successfully using in your teaching programs and also complements **Towards An Enterprising You**.

**(Any questions, just call us or send an e-mail.)**

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**WRS 1 Foundation - Student Workbook**

1 Work in Australia .....2  
 1.01 Australian Industries .....2  
 1.05 Australian Workplaces .....6  
 1.09 Building a Career Pathway .....10  
 1.14 AT1: Work research .....15  
 1.15 Self-assessment Review .....16  
 2 Job-Seeking Skills .....18  
 2.01 Job-seeking Skills .....18  
 2.07 Résumé Writing .....24  
 2.09 Sample Résumé .....26  
 2.13 Résumé Template .....30  
 2.15 Job Interviews .....32  
 2.16 AT2: Careers Pathways Portfolio .....33  
 2.17 Self-assessment Review .....34  
 3 OH&S Awareness .....36  
 3.01 Introduction to OH&S .....36  
 3.05 OH&S Induction .....40  
 3.09 OH&S Signs .....44  
 3.23 Self-assessment Review .....48  
 4 OH&S in Action .....50  
 4.01 OH&S Procedures .....50  
 4.05 OH&S and Young Workers .....54  
 4.07 Hazard Control .....56  
 4.12 AT2: OH&S in the Workplace .....61  
 4.13 Self-assessment Review .....62  
 5 Employability Skills .....64  
 5.01 Employability Skills .....64  
 5.03 Effective Planning .....66  
 5.05 GROWMA Group Pro-forma .....68  
 5.06 GROWMA Diary Record .....69  
 5.07 Effective Teamwork .....70  
 5.10 Team Member Evaluation .....73  
 5.11 Effective Problem-solving .....74  
 5.15 Effective Use of ICT .....78  
 6 Special Information .....82  
 6.01 Work Related Activity .....82  
 6.03 Learning Outcomes .....84  
 6.04 Workplace Learning Diary .....85  
 Also includes specially formatted pages for extra work by students.

**WRS 2 Foundation - Student Workbook**

1 Introduction .....2  
 1.03 Work Related Activities .....4  
 1.05 Planning Realistically .....6  
 1.07 Plan-Do-Review .....10  
 1.11 Competencies and Skills .....12  
 1.15 Skills Audit .....16  
 1.17 GROWMA Diary Record .....18  
 2 Effective Communication .....20  
 2.01 Workplace Information .....20  
 2.05 Analysing Information .....24  
 2.09 Communication Methods .....28  
 2.13 Communicating Effectively .....32  
 2.16 Assessment Task .....35  
 2.17 Self-Assessment Review .....36  
 3 Effective Planning .....38  
 3.01 Making Plans .....38  
 3.03 Time Management .....40  
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 6.08 Assessment Task .....91  
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 7 Additional Information .....94  
 7.01 Learning Outcomes Summary .....94  
 ...and more  
 Also includes specially formatted pages for extra work by students

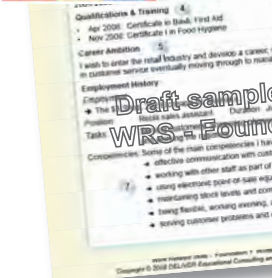
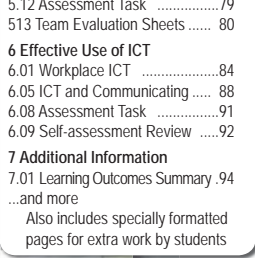
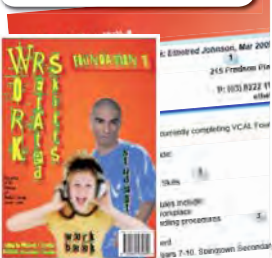
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**If you are reproducing more than 50% of the pages in a master set then you are likely to be better off purchasing pre-printed copies of the student workbooks, saving you both money and time.**

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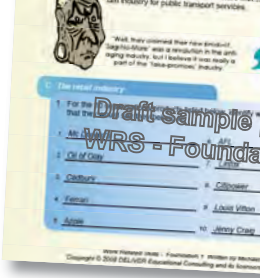
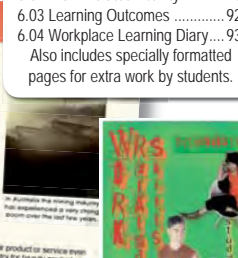
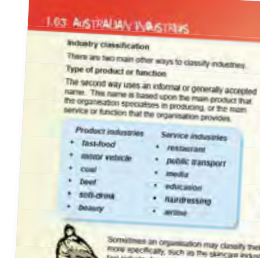
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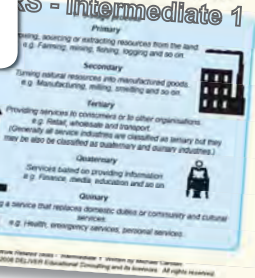
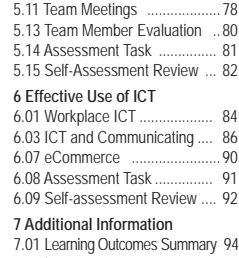
**WRS 1 Intermediate - Student Workbook**

1 Investigating Industries .....2  
 1.01 Australian Industries .....2  
 1.05 Australian Workplaces .....6  
 1.07 Starting Out .....8  
 1.11 Wages and Conditions .....12  
 1.15 Workplace Arrangements .....16  
 1.19 Role of Unions .....20  
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 1.23 Self-assessment Review .....24  
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 5.11 Effective Problem-solving .....82  
 5.15 Effective Use of ICT .....86  
 6 Special Information .....90  
 6.01 Work Related Activity .....90  
 6.03 Learning Outcomes .....92  
 6.04 Workplace Learning Diary .....93  
 Also includes specially formatted pages for extra work by students.



**WRS 2 Intermediate - Student Workbook**

1 Introduction .....2  
 1.01 Introduction .....2  
 1.03 Work Related Activities .....4  
 1.05 Plan-Do-Review .....6  
 1.07 Competencies and Skills .....8  
 1.11 Transferable Skills .....12  
 1.13 Skills Audit .....14  
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 6.08 Assessment Task .....91  
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 7 Additional Information .....94  
 7.01 Learning Outcomes Summary .....94  
 ...and more  
 Also includes specially formatted pages for extra work by students



**WRS 1 Senior - Student Workbook**

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 1.01 Australian Industries .....2  
 1.05 Industry Stakeholders .....6  
 1.09 Workplace Layouts .....10  
 1.13 Product Development .....14  
 1.17 Career Pathways .....18  
 1.20 AT1 - My Pathways Goals .....21  
 1.21 Self-assessment Review .....22  
 2 Job-Seeking Skills .....24  
 2.01 Job Seeking Skills .....24  
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 Also includes specially formatted pages for extra work by students.

**WRS 2 Senior - Student Workbook**

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 1.09 Transferable Skills .....10  
 1.11 Being Enterprising .....12  
 1.13 Being Innovative .....14  
 1.15 Skills Audit .....16  
 1.17 Plan-Do-Review .....18  
 1.19 GROWMA Diary Record .....20  
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 2.13 Workplace Communication .....34  
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 3.05 Quality Management .....44  
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 3.15 GROWMA Planning Process .....54  
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 4.07 Flowcharts .....62  
 4.09 Fishbone Diagram .....64  
 4.11 Problem-Solving Tools .....66  
 4.13 Six Thinking Hats .....68  
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 4.15 Evaluating Problem-Solving .....70  
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 5 Effective Teamwork .....74  
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 5.13 Leadership .....86  
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 6.08 Assessment Task .....102  
 6.09 Tech - Effectiveness Evaluation .....101  
 7 Additional Information .....104  
 7.01 Learning Outcomes Summary .....104  
 ...and more  
 Also includes specially formatted pages for extra work by students

