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This Learner Guide addresses the competency BSBWRT401A Write complex documents. It provides solid underpinning knowledge, plenty of practical examples and workplace scenarios, and the flexibility to be used in a variety of learning environments, such as on-the-job, off-the-job, distant learning or for a combination of these. This Learner Guide will help trainees and students achieve superior learning outcomes with the following learning features:

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Numerous practical activities linked to competencies Important tips and hints to help students on-the-job Practical examples to show how theory applies to the workplace End-of-chapter assignments and case studies Workplace Projects to allow students to apply theory to a workplace situation Workplace Simulations that are based on case studies and scenarios A glossary of key terms End-of-section tables linking the activities in the Guide to the performance criteria addressed in the section End-of-section tables that link the Employability skills covered. Provides engaging material for learning, designed to increase the participant's interest in the program and likelihood of completion Is written in relevant, easy-to-read language that facilitates learning Provides numerous activities that develop concepts and reinforce skills Provides clear links between learning and practice, including employability skills Can

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be used in both workplace and classroom training environments. Providing a clear and consistent resource for each participant This Learner Guide will help teachers and trainers of the competency standard by: Giving the necessary underpinning knowledge for each participant minimising the need for further handouts and/or preparation Providing a source of assessment activities and/or a component of a portfolio of evidence when complete

Training and Assessment - Theory and Practice, 1e covers all core units and essential elective units of TAE40116 Certificate IV in Training and Assessment. It takes both theoretical and pragmatic approaches to help learners gain essential knowledge and skills through solid and well-researched theories by respected authors. Each chapter is a self-contained unit that offers sufficient volume of

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learning and volume of assessment to support delivery of training and assessment. Designed as part textbook/part workbook, the A4 spiral bound, full-colour format increases student engagement particularly for visual and experiential learners. A customisable premium Assessment Pack can be purchased separately to help institutions design, develop and administer assessments more effectively and efficiently. For more information visit - <https://cengage.com.au/vet/assessments>

The ultimate guide to contemporary Australian English, this is a major revision of the most authoritative Australian Dictionary written for all Australians.

This learner guide describes the skills and knowledge required to

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apply effective communication skills with a person, family or carer and with other healthcare professionals in a variety of health care settings.

The best classes have a life of their own, powered by student-led conversations that explore texts, ideas, and essential questions. In these classes, the teacher's role shifts from star player to observer and coach as the students Think critically, Work collaboratively, Participate fully, Behave ethically, Ask and answer high-level questions, Support their ideas with evidence, and Evaluate and assess their own work. The Spider Web Discussion is a simple technique that puts this kind of class within every teacher's reach.

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The name comes from the weblike diagram the observer makes to record interactions as students actively participate in the discussion, lead and support one another's learning, and build community. It's proven to work across all subject areas and with all ages, and you only need a little know-how, a rubric, and paper and pencil to get started. As students practice Spider Web Discussion, they become stronger communicators, more empathetic teammates, better problem solvers, and more independent learners—college and career ready skills that serve them well in the classroom and beyond. Educator Alexis Wiggins provides a step-by-step guide for the implementation of Spider Web Discussion, covering everything from introducing the technique to creating rubrics for discussion self-assessment to the nuts-and-bolts of charting the conversations and using the data collected for formative assessment. She also

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shares troubleshooting tips, ideas for assessment and group grading, and the experiences of real teachers and students who use the technique to develop and share content knowledge in a way that's both revolutionary and truly inspiring.

Business Benchmark helps students get ahead with their Business English vocabulary and skills and gives them grammar practice in business contexts. This course book provides advanced-level students with essential business language and vocabulary, and provides training and practice for the BEC Higher exam, using real BEC exam tasks provided by Cambridge ESOL. Self-study Books, Teacher's Resource Books and Audio CDs (2) are also available.

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These activities provide stimulating exercises, realistic case studies, and creative role-plays that will enable your managers and supervisors to sharpen their skills in several key coaching roles - as team leader, facilitator, counselor, and director. Each fully reproducible activity is organized in a user-friendly format with detailed trainer's notes, clear objectives, and suggested variations for customizing the activity to meet your group's needs. Training Objectives: Introduce mentoring concepts and peer guidance techniques; Develop skills to express performance improvement goals clearly; Create open, trusting relationships; Refine managers' skills in providing constructive feedback Training Methods: Team games; Group discussions; Icebreakers; Role-plays; Questionnaires and written exercises Time Guidelines: 34 activities take 1 hour or

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less; 6 activities take between 1 and 2 hours

This book is designed for parents who want to help their children and for teachers who wish to prepare their class for the NAPLAN Literacy Tests. NAPLAN Tests are sat by Year 9 students Australia-wide. These tests are held in May every year.

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