



ESS BIZTOOLS SUBSCRIPTION DETAILS

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Gold	Silver	Bronze	Guest	ESS BASIP
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☑ Restrictions Apply

ESS BIZGRANTS

A System that is separate to ESS BIZTOOLS. This system is designed to easily identify government grants. ESS BIZGRANTS is the quick and efficient solution to finding government grants for SMEs. ESS BIZGRANTS has been developed for the sole purpose of locating and supplying details of any government grants for which your clients may be eligible. A separate subscription can be paid for ESS BIZGRANTS.

www.essbizgrants.com.au

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ONLINE PUBLISHING RIGHTS TO ESS BIZTOOLS PAPER & BUSINESS PLUS NEWSLETTER:-

Publish ESS BIZTOOLS' content to the secure area of your website, giving your clients 24/7 access to business development material.

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OFFLINE PUBLISHING RIGHTS TO ESS BIZTOOLS PAPER & BUSINESS PLUS NEWSLETTER:-

Publish ESS BIZTOOLS' content to printed material and re-brand with your company logo.

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BUSINESS ADVISORY SERVICES MODULES/ESS BASIP:-

Prepared material to help your accountancy business transition into providing business advisory services to your SME clients.

Paper No **Topics:-**

Business Advisory Services Introduction Modules

570-001	Introduction to Business Advisory Services
570-002	Getting Organised for Business Advisory Services
570-011	Team Training for Business Advisory Services
570-012	Leadership Strategies for Business Advisory Services
570-013	Marketing Strategies for Business Advisory Services
570-014	Review of Products/Services that Could be Offered
570-015	Use of SME Needs' Analysis
570-017	Planning Seminar to Launch Business Advisory Services
570-018	Selling Business Advisory Services
570-019	Implementation Steps for Business Advisory Services
570-032	One-on-One Meetings for Business Advisory Services

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Business Advisory Services Product Modules

570-033	SME Debtors System Manual
570-034	Debtors Management
570-036	Business Evaluation Workshop
570-037	Budgets and Cashflow Forecasts
570-038	Cashflow Management
570-039	Succession Planning
570-040	Chief Financial Officer Services
570-041	Strategic Business Mentoring
570-042	Business Planning
570-044	Buying a Business
570-045	Selling a Business

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570-046	Identifying Grants and Incentives	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
570-050	PPSR Due Diligence System	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
570-051	Early Stage Innovation Company	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
570-060	Business Health Check - Pharmacies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
570-061	Business Health Check - Road Transport Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
570-062	Business Health Check - Supermarkets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
570-063	Business Health Check - Clothing Retailer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
570-064	Business Health Check - Commercial Building Industry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Crowd-Sourced Funding Equity Raising	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Smart Start BASIP Package	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Improving Debtors' Days Outstanding Package	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

CLIENT MENTORING & COACHING MODULES:

Prepared material to help you assist your clients with business issues.

Topics:

CBD0010	Purchasing or Commencing a Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CBD0020	Introductory Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CBD0030	Experienced Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CBD0040	Dealing With Banks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CBD0050	Business Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CBD0060	Corporate Governance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CBD0070	Preparation And Use Of Periodic Financial Accounts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CBD0080	Business Networks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CBD0100	Exporting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CBD0110	Marketing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CBD0120	Family Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CBD0130	Getting Investment Ready	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Includes:

Cover letters for each series	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Papers for each series that can be 'branded'	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Survey forms for each series	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

BUSINESS PLUS+ CLIENT NEWSLETTER

Prepared client newsletters for you to 'brand' and distribute to your clients and prospects. 1 issuer per month except January plus a "Federal Budget - Issues Affecting SMEs" special issue and a "End of Year Tax Planning" special issue.

Includes:-

Minimum of 13 issues per annum	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1 Issue
4 x A4 pages of editorials and topics relevant to SMEs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1 Issue
Papers supporting topics covered in the issue of Business Plus+	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1 Issue

CLIENT SEMINARS:-

Prepared ready for you to run an information seminar for your clients and prospects.

Topics:-

Seminar 0500	The Beginning Of Business Management Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Seminar 0510	Business Bookkeeping Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 0520	Business Management - Firm Foundations Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 0530	Management Of The Business Of Business Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 0540	Financial Matters For People Who Are Not Financial People Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 0550	Business Planning Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 0560	Marketing For SMEs Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 0570	Family Businesses Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 0580	SME Taxation Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 0590	Human Resources Management Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 0600	Buying A Business Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 0610	Selling A Business Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 0640	Half Day Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 0650	One Day Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 0660	Undertaking A Business Plan Assignment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 1000	Profit Making Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 1010	Differentiate Your Business Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 1020	Introduction To Budgetting Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 1030	Setting Prices And Fees Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 1040	Key Performance Indicators Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 1050	Introduction To Marketing Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 1060	Introduction To Banks Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 1070	Introduction To Human Resources Seminar - Part 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 1080	Introduction To Customer Service Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 1090	Introduction To Human Resources Seminar - Part 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 1100	Introduction To Taxation Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Seminar 1110	Characteristics Of A Well Run Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 1120	Introduction To Networking Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 1130	Introduction To Business Plan Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 1140	Introduction To Directors Duties Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 1150	Introduction To Family Businesses Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 1160	Introduction To Exporting Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 1170	Business Records Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 1180	Discretionary Trust Electing To Be A Family Trust Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 1190	Unit Trust Which Elect To Be Family Trusts Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seminar 1200	Early Stage Innovation Company Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Includes to following customised for each seminar topic:-

General Hints on the Presentation of a Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Seminar Checklist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Explanation Of Checklist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Venue Booking Confirmation Letter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Multiple Seminars Registration Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Seminar Registration Acceptance Letter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Multiple Seminars Registration Acceptance Letter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Invitation To Key Note Speaker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complimentary Invitation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Seminar Attendees List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Seminar Attendees General Evaluation Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Seminar Report - General Evaluation Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Thank You Letter To Key Note Speaker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Features	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Contents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Timetable With Times	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Timetable Without Times	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Invitation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Seminar Registration Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
News Release	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Individual Paper Evaluation Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Seminar Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Advertisement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Email Broadcast	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

LEADERSHIP MODULES

Informational courses to inspire and development outstanding leaders in your SME clients or staff.

900-001	Leadership - Index and Introduction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
900-002	The Leadership Academy Company Profile	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
900-003	Evaluation Survey Consideration and Conduct	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
900-005	Team and Teamwork - Facilitators Guidance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
900-006	Team and Teamwork - Follow Up for Participants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
900-007	Leadership - Making the Difference Facilitators Guidance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
900-009	Leadership - Making the Difference Follow Up For Participants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
900-010	Developing Leadership - People Skills Facilitators Guidance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
900-011	Developing Leadership - People Skills Follow UpFor Participants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
900-012	Leadership - Developing Relationships & Trust Facilitators Guidance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
900-013	Leadership - Developing Relationships & Trust Follow Up For Participants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
900-014	Motivation - Facilitators Guidance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
900-015	Motivation - Follow Up For Participants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
900-016	Counselling & Coaching - Facilitators Guidance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
900-017	Counselling & Coaching - Follow Up for Participants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
900-018	Delegation - Facilitator's Guidance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
900-019	Delegation - Follow Up for Participants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
900-020	Problem Solving & Decision Making - Facilitators Guidance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
900-021	Problem Solving & Decision Making - Follow Up for Participants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CLIENT SUPPORT LIBRARY

100's of documents that you can 'brand' and provide to your clients.

Includes:-

Paper and Powerpoint Presentation for:-

Section	Document Title	✓	✓	✓	✗
Section 001	Beginning in Business				
001-001	Small Business Overview	✓	✓	✓	✓
001-002	Pitfalls In Starting A Business	✓	✓	✓	✓
001-003	Business Setup And Purchase	✓	✓	✓	✓
001-004	Rating Chart To Assess Your Strengths And Weaknesses	✓	✓	✓	✓
001-005	Who Can Assist Small Business Operators?	✓	✓	✓	✓
001-006	Have You Got Enough Money To Go Into Business?	✓	✓	✓	✓
001-007	What Makes A Business Successful?	✓	✓	✓	✓
001-008	Small Business Restructure Rollover	✓	✓	✓	✓
001-020	Hints On Buying A Small Business	✓	✓	✓	✗
001-031	Payroll Tax	✓	✓	✓	✗
001-032	Land Tax	✓	✓	✓	✗
001-033	Introduction To Insurance	✓	✓	✓	✗
001-050	Sources Of Finance	✓	✓	✓	✗
001-060	Weekly Performance Estimate Report	✓	✓	✓	✗
001-070	Purchasing a Business - Checklist	✓	✓	✓	✗
Section 002	Bookkeeping Systems				
002-001	Why Maintain Accounting Records?	✓	✓	✓	✗
002-002	Recording Of Business Transactions	✓	✓	✓	✗
002-003	Cash And Cheques Payments Cycle - Manual Accounting	✓	✓	✓	✗
002-004	Cash Payments Exercise	✓	✓	✓	✗
002-020	Petty Cash Record Keeping	✓	✓	✓	✗
002-021	Petty Cash Exercises	✓	✓	✓	✗
002-029	Important Documents - Asset Ownership	✓	✓	✓	✗
002-030	Fixed Asset Control	✓	✓	✓	✗
002-035	Working Capital - Life Blood Of A Business	✓	✓	✓	✗
002-036	Credit Sales And Debtors	✓	✓	✓	✗
002-038	Introduction To Factoring	✓	✓	✓	✗
002-040	Cash Receipts	✓	✓	✓	✗
002-041	Cash Receipts Exercises	✓	✓	✓	✗
002-050	Handling Of Cash	✓	✓	✓	✗
002-055	Filing	✓	✓	✓	✗
002-060	Bank Reconciliation Statements	✓	✓	✓	✗
002-061	Bank Reconciliation Statement Exercises	✓	✓	✓	✗
002-070	Payroll Records	✓	✓	✓	✗
002-074	Owned Business Premises	✓	✓	✓	✗
002-075	Leased Premises	✓	✓	✓	✗
002-076	Building Tenancies	✓	✓	✓	✗
002-080	Stock Inventory Control	✓	✓	✓	✗
002-085	Chart Of Accounts	✓	✓	✓	✗
002-090	Good Bookkeeping Habits Help Run A Successful Business	✓	✓	✓	✓
Section 003	Business Entities				
003-001	Business Structures	✓	✓	✓	✓
003-010	Sole Trader	✓	✓	✓	✗
003-015	Partnership	✓	✓	✓	✗
003-020	Discretionary Trusts	✓	✓	✓	✗
003-025	Unit Trusts	✓	✓	✓	✗
003-030	Companies Incorporated Before 30th June 1998	✓	✓	✓	✗
003-035	Companies Limited By Guarantee	✓	✓	✓	✗
003-040	Companies	✓	✓	✓	✗
003-045	Early Stage Innovation Company	✓	✓	✓	✗
003-046	Self Assessment for ESIC	✓	✓	✓	✗
003-047	Participant's Workbook for ESIC Seminar	✓	✓	✓	✗
003-070	Associations Incorporation Act	✓	✓	✓	✗
Section 004	Business Systems				
004-001	Why Keep Records?	✓	✓	✓	✓
004-002	Stationery Books And Filing Checklist	✓	✓	✓	✗
004-003	Using A Computer For Record Keeping	✓	✓	✓	✗
004-010	Business Records	✓	✓	✓	✗
004-011	Systems Required To Obtain Tax Deduction For Motor Vehicle Expenses	✓	✓	✓	✗
004-020	Records Required For Financial Year End	✓	✓	✓	✗
004-040	Flow Chart Of Retail Business Operations	✓	✓	✓	✗
004-060	Systems For Business	✓	✓	✓	✗
004-070	Internal Control and Systems Review	✓	✓	✓	✗

Section 005**Accounting Reports & Terminologies**

005-001	Accounting Terminology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
005-002	Ratio Analysis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
005-003	Working Capital Control	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
005-005	Sundry Debtors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
005-010	Work In Progress	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
005-011	Stock Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
005-015	Trading And Profit And Loss Statement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
005-016	Trading And Profit And Loss Statement Ratio Analysis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
005-025	Balance Sheet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
005-026	Balance Sheet Ratio Analysis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
005-030	Statement Of Source And Application Of Funds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
005-033	Interpretation Of Financial Accounts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
005-035	Budget And Cashflow Forecasts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
005-036	Cashflow Management for SMEs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
005-050	Management Departmentalised Accounts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
005-051	Profit Centres For Owned Premises	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
005-060	Sundry Creditors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
005-080	Bank Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
005-090	Loans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
005-091	Hire Purchase Agreements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
005-092	Leases	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
005-093	WorkCover	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
005-095	Provision For Personal Leave Pay	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
005-096	Provision for Long Service Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 006**Operating A Successful Business**

006-001	Personal Leadership Capacity And Development	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
006-010	Break Even Calculation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
006-036	What Makes You Different Your Competitive Edge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
006-073	Introduction To Key Performance Indicators For SMEs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
006-074	Using Key Performance Indicators To Create Value For SMEs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
006-075	Performance Measures For Key Performance Indicators For SMEs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
006-076	Check List For KPIs That Might Be Suitable For A SME	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
006-077	Sample Of KPIs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
006-080	Characteristics Of A Well Run Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
006-081	Steps Needed To Achieve Business Success An Overview	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
006-085	Business Evaluation For SMEs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
006-090	Benchmarking For SMEs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 007**Media**

007-001	Creating Effective Media Relations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Section 008**Marketing**

008-001	Marketing An Overview	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
008-005	Marketing Yourself Key Points	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
008-010	Direct Marketing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
008-040	Marketing For Small Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
008-050	Development Of A Marketing Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
008-060	Sponsorship	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 009**Business Planning**

009-001	Business Plan Overview	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
009-003	Business Planning Benefits And Suggestions Re Preparation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
009-005	Guide To The Preparation Of A Business Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
009-006	Why Do Strategic And Business Planning?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
009-008	Business Plans Key Points To Be Included	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
009-010	Planning Your Business Small Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
009-020	Planning To Succeed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
009-021	What Is A SWOT Analysis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
009-053	Sundry Work To Be Undertaken As Part Of The Business Plan Preparation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
009-070	Monitoring Implementation Of The Business Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
009-080	Writing The Plan To Make Your Business A Winner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
009-081	Use Of The Business Plan Questionnaire To Assist In Writing The Business Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
009-082	Strategies For Making Profits	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 010**Family Businesses**

010-001	Family Businesses What Are They?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
010-005	Family Businesses Making Them Work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
010-006	Planning The Family Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
010-007	Family In The Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

010-010	Disputes In Family Businesses	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
010-011	Marriage Breakdown Effect On Family Businesses	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
010-020	Business And Family Investments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
010-030	Directors Of Family Companies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
010-036	Bringing In Outside Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
010-060	Business Structures For Family Businesses	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
010-064	Family Charter Constitution	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
010-066	Estate Planning In Family Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
010-067	Retirement Planning In Family Businesses	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 011	Banks and Financiers				
011-001	Banks And Financiers An Overview	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
011-010	Finance Applications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
011-020	Relationship With Banks And Financiers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 012	Taxation				
012-001	Taxation In Australia Introduction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-005	Australian Business Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
012-009	R and D Tax Incentive	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-011	R And D Eligibility Checklist For 125 Percent Tax Deduction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-015	Tax Planning For Business People	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-016	PAYG Withholding Payments to Employees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-017	PAYG and Labour Hire Arrangements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-018	PAYG Voluntary Agreements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-019	PAYG Withholding Payments to Businesses Who Have Not Quoted an ABN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-020	Capital Gains Tax Introduction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-021	Capital Gains Tax Concessions For Small Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-023	PAYG Instalment System	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-025	Fringe Benefit Tax	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-030	Turnover Under \$75,000 Specific Taxation Issues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-031	Turnover \$75,000 to \$2m Specific Taxation Issues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-035	Turnover \$2m to \$20m Specific Taxation Issues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-045	Company Tax	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-046	Discretionary Trusts - Taxation Treatment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-047	Unit Trusts - Taxation Treatment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-048	Family Trusts - Rules Applicable To Discretionary Trusts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-049	Check List For A Discretionary Trust To Determine Whether It Should Be A Family Trust	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-050	Tax Assessments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-051	Family Trusts Rules Applicable To Unit Trusts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-058	Tax Incentives for Early Stage Investors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-060	Planning Can Help You Reduce Income Tax	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-065	End Of Year Tax Planning Checklist 2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-066	Taxation Time - Records That The Business Systems Should Be Able To Produce	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-067	Personal Services Income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-068	Employee Shares Schemes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-070	Tax Audits	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-071	Hints On Handling A Tax Audit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-072	Questions To Be Asked By The ATO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-073	ATO Small Business Benchmarks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-075	Types Of Questions Asked In A Record Keeping Audit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-076	Types Of Questions Asked In A Tax Business Audit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-081	Tax Planning Sale Of A Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-091	Tax Planning Purchase Of A Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-092	Buy Sell Agreements Tax Effects	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012-095	Taxation Compliance Questionnaire	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 013	Corporate Governance				
013-001	Corporate Governance Issues Affecting SMEs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
013-005	Directors Checklist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
013-010	Corporate Duties To Be Allocated	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
013-030	New Director Information Pack	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
013-070	Company Secretary's Duties	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 014	Australian Government Grants & Assistance				
014-001	Using Government Grants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
014-011	Apprenticeship Incentive Overview Assistance For Employers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
014-012	Restart Wage Subsidy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
014-013	Employer Support Payment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
014-014	Disaster Recovery Allowance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
014-015	Industry Capability Network	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
014-016	Wages Subsidy Scheme	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
014-017	Tasmania Jobs and Investment Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

014-018	Global Connections Fund - Priming Grant	☑	☑	☒	☒
014-020	Disaster Recovery Payment	☑	☑	☒	☒
014-030	Export Market Development Grant	☑	☑	☒	☒
014-031	Tradestart	☑	☑	☒	☒
014-032	Duty Drawback Scheme	☑	☑	☒	☒
014-033	Space Concession Program	☑	☑	☒	☒
014-034	New Air Combat Capability - Industry Support Program	☑	☑	☒	☒
014-035	Australia China Agricultural Cooperation Agreement	☑	☑	☒	☒
014-036	Business Research and Innovation Initiative (BRII)	☑	☑	☒	☒
014-037	Business Export Loan	☑	☑	☒	☒
014-038	Citizen Science Grant	☑	☑	☒	☒
014-039	Automotive Transformation Scheme	☑	☑	☒	☒
014-040	Corporate Wear Scheme	☑	☑	☒	☒
014-041	Tradex Scheme	☑	☑	☒	☒
014-042	Venture Capital Limited Partnerships Programme	☑	☑	☒	☒
014-043	Tasmanian Freight Equalisation Scheme	☑	☑	☒	☒
014-044	Fuel Tax Credits	☑	☑	☒	☒
014-045	Cleaner Fuels Grant Scheme	☑	☑	☒	☒
014-046	Wage Subsidy Scheme - Disability	☑	☑	☒	☒
014-047	New Enterprise Incentive Scheme	☑	☑	☒	☒
014-048	Next Generation Manufacturing Investment Programme	☑	☑	☒	☒
014-049	Student Science Engagement and International Competitions - Sponsorship Grants	☑	☑	☒	☒
014-050	Textile, Clothing and Footwear Corporatewear Register	☑	☑	☒	☒
014-051	Centre for Defence Industry Capability	☑	☑	☒	☒
014-052	Product Stewardship for Oil Program	☑	☑	☒	☒
014-053	Agricultural Trade and Market Access Cooperation	☑	☑	☒	☒
014-054	Australian-India Strategic Research Fund	☑	☑	☒	☒
014-055	Certain Inputs to Manufacture Program	☑	☑	☒	☒
014-056	Australia Japan Foundation Grant Program	☑	☑	☒	☒
014-057	Australia Japan Foundation Publication Awards	☑	☑	☒	☒
014-059	Australia-China Young Scientists Exchange Program	☑	☑	☒	☒
014-060	Australia-China Council	☑	☑	☒	☒
014-061	Advancing Renewables Program	☑	☑	☒	☒
014-090	Australian Bureau of Statistics	☑	☑	☒	☒
014-091	Community Support Programme	☑	☑	☒	☒
014-093	National Science Week Grant	☑	☑	☒	☒
014-094	Cyber Security Small Business Program	☑	☑	☒	☒
014-095	Commonwealth On-Farm Further Irrigation Efficiency Programme	☑	☑	☒	☒
014-096	Capital Grants Programme for Non-Government Schools	☑	☑	☒	☒
014-097	China Approved Destination Status Scheme	☑	☑	☒	☒
014-098	Early Stage Venture Capital Limited Partnerships	☑	☑	☒	☒
014-130	Farm Management Deposit Scheme	☑	☑	☑	☒
014-131	Carbon Farming Initiative	☑	☑	☒	☒
014-132	Farm Household Allowance	☑	☑	☒	☒
014-133	Wine Australia - Visiting Scholars Bursaries	☑	☑	☒	☒
014-140	Aboriginals Benefit Account (ABA) Beneficial Grant Funding	☑	☑	☒	☒
014-141	Indigenous Cadetship Support	☑	☑	☒	☒
014-151	GP Doctors Outer Met Areas - Relocation Incentive Grant	☑	☑	☒	☒
014-152	GP Registrars Outer Met Areas - Relocation Incentive Grant	☑	☑	☑	☒
014-153	Specialists Outer Met Areas - Relocation Incentive Grant	☑	☑	☒	☒
014-154	Rural Relocation Incentive Grant for Medical Practitioners	☑	☑	☒	☒
014-155	Practice Nurse Incentive Program	☑	☑	☒	☒
014-156	Mental Health Nurse Incentive Programme	☑	☑	☒	☒
014-158	Biomedical Translation Fund	☑	☑	☒	☒
014-160	Rural Procedural Grants Program (RPGP)	☑	☑	☒	☒
014-169	METS Ignited Project Funds	☑	☑	☒	☒
014-170	Business Growth Grants Program	☑	☑	☑	☒
014-175	Business Growth Grant - Advanced Manufacturing	☑	☑	☒	☒
014-178	Business Growth Grant - Professional Services	☑	☑	☒	☒
014-180	Business Growth Grant - Oil, Gas and Energy, Resources	☑	☑	☒	☒
014-181	Business Growth Grant - Freight and Logistics	☑	☑	☒	☒
014-182	Business Growth Grant - Infrastructure Related Construction	☑	☑	☒	☒
014-183	Business Growth Grant - Information and Communications Technology (ICT)	☑	☑	☒	☒
014-184	Business Growth Grant - Medical Technologies and Pharmaceuticals	☑	☑	☒	☒
014-185	Business Growth Grant - Mining Equipment, Technology and Services	☑	☑	☒	☒
014-187	Business Growth Grants - Businesses That Operate In Remote Australia	☑	☑	☒	☒
014-188	Business Growth Grant - Food and Agribusiness	☑	☑	☒	☒
014-189	Innovation Connections	☑	☑	☒	☒
014-190	Co-Operative Research Centres - Programme	☑	☑	☒	☒
014-191	Northern Australia Tourism Initiative	☑	☑	☒	☒
014-192	Business Growth Grant - Northern Australia Tourism	☑	☑	☒	☒
014-193	Business Growth Grant - Digital Technologies	☑	☑	☒	☒

014-195	Wine Australia - Travel Bursaries	☑	☑	☒	☒
014-196	Accelerating Commercialisation	☑	☑	☒	☒
014-197	Industry Skills Fund	☑	☑	☑	☒
014-198	Training for Employment Scholarship	☑	☑	☒	☒
014-199	Incubator Support	☑	☑	☒	☒
014-200	Screen Australia - International Marketing Support - Festivals and Awards	☑	☑	☒	☒
014-201	Screen Australia - International Marketing Support - Markets	☑	☑	☒	☒
014-202	Screen Australia - Indigenous - Festivals, Markets and Awards - Practitioner Support - Travel Grants	☑	☑	☒	☒
014-203	Screen Australia - Indigenous - Production - TV Drama Production	☑	☑	☒	☒
014-204	Screen Australia - Indigenous - Development - TV Drama Development	☑	☑	☒	☒
014-205	Screen Australia - Indigenous - Production - Feature Production	☑	☑	☒	☒
014-206	Screen Australia - Indigenous - Development - Indigenous Feature Development	☑	☑	☒	☒
014-207	Screen Australia - Indigenous - Production - Documentary Production	☑	☑	☒	☒
014-208	Screen Australia - Indigenous - Development - Documentary Development	☑	☑	☒	☒
014-209	Screen Australia - Documentary Production Program	☑	☑	☒	☒
014-210	Screen Australia - Documentaries - Documentary Development	☑	☑	☒	☒
014-212	Screen Australia - Television and Online - Children's Program Production	☑	☑	☒	☒
014-213	Screen Australia - Television and Online - Production - General Drama Production	☑	☑	☒	☒
014-214	Screen Australia - Feature Films - Multiplatform Drama Production	☑	☑	☒	☒
014-215	Screen Australia - Documentaries - Documentary Broadcast Program	☑	☑	☑	☒
014-216	Screen Australia - Indigenous Practitioner Support - Internships	☑	☑	☒	☒
014-217	Screen Australia - Feature Films - Story Development	☑	☑	☒	☒
014-218	Screen Australia - Feature Films - Matched Marketplace Development	☑	☑	☒	☒
014-219	Screen Australia - Indigenous - Production - Documentary Production - Social Impact	☑	☑	☒	☒
014-220	Screen Australia - Feature Films - Development - Family Films Initiative	☑	☑	☒	☒
014-221	Screen Australia - Industry and Audience Development - Talent+	☑	☑	☒	☒
014-222	Screen Australia - Industry and Audience Development - Events Partnerships	☑	☑	☒	☒
014-223	Screen Australia - Distribution Support - P&A Plus	☑	☑	☒	☒
014-224	Contemporary Music Touring Program	☑	☑	☒	☒
014-225	Screen Australia - Feature Films - Feature Production - Letter of Interest	☑	☑	☒	☒
014-226	Screen Australia - Feature Films - International Marketing Support - Producers Lab Toronto	☑	☑	☒	☒
014-227	Screen Australia - Television and Online - Story Development	☑	☑	☒	☒
014-228	Screen Australia - Television and Online - Production - Multiplatform Drama Production	☑	☑	☒	☒
014-229	Screen Australia - Documentaries - Documentary Producer Equity Program (PEP)	☑	☑	☒	☒
014-230	Screen Australia - Indigenous - Next Step - Indigenous Screen Business Fellowship	☑	☑	☒	☒
014-231	Playing Australia - Regional Performing Arts Touring Fund	☑	☑	☒	☒

Section 015 **Exporting**

015-001	Exporting Overview	☑	☑	☑	☒
015-030	Austrade	☑	☑	☑	☒
015-070	Export Finance Insurance Corporation (EFIC) Overview	☑	☑	☑	☒

Section 016 **Legal**

016-001	What Legal Advisors Can Do For You?	☑	☑	☑	☑
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Section 017 **Human Resources**

017-001	Planning To Hire A New Employee	☑	☑	☑	☒
017-002	Advertising For Employees	☑	☑	☑	☒
017-003	Why Would Applicants Want To Apply To Your Business For A Job?	☑	☑	☑	☒
017-004	Reviewing The Applications	☑	☑	☑	☒
017-005	Interviewing The Applicants	☑	☑	☒	☒
017-006	What Type Of Employee Do You Want	☑	☑	☒	☒
017-008	Selecting The Applicant To Be Offered The Job	☑	☑	☒	☒
017-010	Confirming The Job Offer	☑	☑	☒	☒
017-011	Key Matters To Be Included In A Contract Of Employment	☑	☑	☒	☒
017-012	Contract Of Employment	☑	☑	☒	☒
017-015	Employment Guidelines Office Staff	☑	☑	☒	☒
017-020	Referees Form	☑	☑	☒	☒
017-025	Position Document Draft	☑	☑	☒	☒
017-032	Use Of Consultants To Recruit Staff	☑	☑	☒	☒
017-035	Inducting The New Employee	☑	☑	☒	☒
017-041	Being An Employer Of Choice	☑	☑	☒	☒
017-045	Human Resources Development	☑	☑	☒	☒
017-050	Best Practice In Human Resources Management	☑	☑	☒	☒
017-052	Key Characteristics Of Best Practice In Human Resources	☑	☑	☒	☒
017-070	Excellent Staff Management, Motivation And Communication	☑	☑	☒	☒
017-095	Charging For Internal Labour	☑	☑	☒	☒
017-098	Unfair Dismissal Laws	☑	☑	☒	☒
017-099	10 Most Important Financial Implications of the Fair Work Act	☑	☑	☒	☒

Section 018**Customers**

018-001	Customer Service	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
018-010	Customer Database	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
018-020	Customer Knowledge And Service	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 019**Business Income**

019-031	Rent Received Internal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
019-032	Rent Received External	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
019-035	Interest Received	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
019-060	Sundry Income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 020**Goods and Services Tax**

020-001	Goods And Services Tax An Overview	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
020-002	GST As It Affects SMEs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
020-003	Goods And Services Tax Should I Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
020-004	GST Terminology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
020-020	GST Margin Scheme	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
020-025	GST Importing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
020-085	Introduction To Business Activity Statement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
020-086	Completing the Business Activity Statement Quarterly on a "Cash" Basis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
020-087	Completing the Business Activity Statement Quarterly on an "Accruals" Basis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
020-088	Completing the Business Activity Statement Monthly on a "Cash" Basis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
020-089	Completing the Business Activity Statement Monthly on an "Accruals" Basis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
020-095	GST Control Accounts/ Reconciliation with Business Activity Statement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
020-096	GST Buying And Selling A Business Going Concern	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
020-097	GST Examples Of Transactions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
020-098	GST Small Business Concessions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
020-100	How To Complete A BAS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
020-101	How To Complete A PAYG Instalment Notice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 021**Business Planning Questionnaires**

021-001	Review Of The Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-002	Financial Analysis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-003	Business Situation Analysis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-004	Business Objectives	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-005	Resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-006	Uncontrollable Environmental Factors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-007	Computers and other Technology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-008	Products/Services/Supply Chain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-009	Industry And Market Research	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
021-010	Experience	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-011	Customers And Clients	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-012	Location	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-013	Competitors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-014	Marketing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-015	Advertising	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-016	Manufacturing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-017	Suppliers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
021-018	Quotes/Proposals/Orders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-019	Costing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-020	Business Pricing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-021	Packaging	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-022	Sales	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-023	Distribution	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-024	Operating The Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-025	Exports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-026	Staff Development	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-027	Staff Training	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-029	Imports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-030	Human Resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-031	Debtors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-032	Stock	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-033	Work In Progress	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-034	Benchmarking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-035	Budgets and Cashflow Forecast Preparation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-036	Taxation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-037	Periodic Financial Accounts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-038	Budgets And Cashflow Forecasts Monitoring	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-039	Bank Relationship	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-040	Business Funding	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-041	Organisational Matters	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-042	Research And Development	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

021-043	Insurance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-044	Quality Assurance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-045	Business Structures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-046	Board Of Advice And Directors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-047	Advisers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-048	Legal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-049	Public Relations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-050	Business Outlook In Your Area	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-051	Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-053	Company Administration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-054	Annual Review	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-055	Risk Management Contingency Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-056	Sensitivity Analysis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-057	Writing The Business Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-058	SWOT Analysis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-062	Succession Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-063	Personal Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
021-064	Business Relocation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 023					
Advertising					
023-001	Advertising - An Overview	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 024					
Insurance					
024-001	Insurance - An Overview	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 025					
Time Management					
025-001	Managing Your Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 026					
Superannuation					
026-001	Superannuation An Overview	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
026-005	Superannuation Contributions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
026-011	How Much Superannuation Do I Have To Pay	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
026-015	What Happens If I Have Not Paid Or Underpaid Superannuation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
026-050	Self Managed Superannuation Funds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
026-055	Borrowings By Self Managed Superannuation Funds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
026-056	Do I Have To Pay Superannuation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 027					
Job Descriptions					
027-040	Office Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
027-050	Finance And Administration Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 029					
Risk Management					
029-004	Risk Management - What Is It?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
029-005	Risk Management for SMEs - Introduction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
029-006	Types of Risks Likely To Affect SMEs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
029-007	Risk Planning For SMEs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
029-010	Commerical Risks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
029-024	Corporate Governance Risks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
029-041	Professional Firm Risks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 030					
Computer In Business					
030-001	Computer Terminology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
030-005	Computer Data Security Overview	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
030-006	Computer Data Security	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 036					
Selling A Business					
036-001	When is the Best Time to Sell?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
036-010	Check List for the Sale of a Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
036-050	Valuation of a Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 037					
Business Overhead Costs					
037-001	Cost Control An Overview	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
037-005	Accountancy Fees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
037-007	Administration Service Charges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
037-008	Audit Fees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
037-009	Agents Commission	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
037-010	Bank Charges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
037-015	Cleaning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
037-022	Depreciation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
037-028	Electricity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
037-040	Insurance Expense	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
037-041	Interest Expense	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

037-047	Lease Payments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
037-048	Legal Costs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
037-051	Loss On Sale Of Fixed Asset	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
037-052	Land Tax Expense	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
037-055	Maintenance And Warranty Agreement Costs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
037-064	Pest Control	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
037-070	Rates Local Government	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
037-072	Rent External	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
037-074	Repairs And Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
037-078	Security Expenses	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
037-091	Valuation Expenses	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
037-092	Water Rates And Charges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 038 **Networking**

038-001	What Is A Network	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
038-002	Introduction To Networking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 040 **Investment Readiness**

040-001	Preparation For Investment Readiness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
040-002	The Path To Investment Readiness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
040-010	Investment Readiness - Early Stage Innovation Company	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
040-060	Fund Raising By Private Or Non Listed Public Companies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
040-095	Investment Pitches	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
040-096	Investment Pitches for Early Stage Innovation Companies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 041 **Due Diligence**

041-020	Due Diligence Checklist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Section 042 **Company Valuations**

042-001	Valuation Of Emerging Companies Introduction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
042-002	Valuation Negotiations For Emerging Companies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
042-006	Required Share Ownership Method Of Valuation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
042-007	Venture Capital Method Of Valuation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
042-008	Hockey Stick Method Of Valuation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
042-009	Net Present Method Of Valuation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 050 **Succession Planning**

050-050	Succession Planning - Why Is It Necessary?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
050-051	Financial Consideration In Succession Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
050-052	Succession Problems	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
050-053	Management Issues In Succession Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
050-054	Financing Succession	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
050-055	Check List For Succession Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 051 **Personal Property Securities Register**

051-005	Personal Property Securities Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
051-010	PPSR - Operational Issues In Risk Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 055

055-010	Who Is Your Sales Person?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Section 060 **Coal Industry**

060-010	Coal Industry Grants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Section 61 **Australian Govt Support For Employee**

061-005	Trade Support Loans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Section 140 **State & Territory Government Grants**

140-110	Special Disaster Assistance - QLD Primary Producers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
140-113	Farm Finance Concessional Loans Scheme Qld	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
140-120	Special Disaster Assistance - QLD Small Business Grants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
140-209	Farm Finance Concessional Loans Scheme NSW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
140-309	Farm Finance Concessional Loans Scheme VIC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
140-310	Clean Up Restoration Grant VIC - Primary Producers - Grants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
140-311	Clean Up Restoration Grant VIC - Primary Producers - Grants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
140-312	Clean Up Restoration Grant VIC - Small Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
140-313	Clean Up Restoration Grant VIC - Small Business - Loan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
140-480	Farm Finance Concessional Loans Scheme SA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
140-621	Natural Disaster Relief Recovery Arrangements - WA - Small Business - Grants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
140-622	Farm Finance Concessional Loans Scheme WA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
140-710	Clean-Up And Assistance Grants For Primary Producers - TAS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
140-712	Clean-Up And Assistance Grants For Small Business - TAS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

140-713	Bushfire Recovery Loan Program For Small Businesses - TAS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
140-714	Farm Finance Concessional Loans Scheme Tasmania	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
140-870	Farm Finance Concessional Loans Scheme NT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 141 **Govt Grants and Assistance - Queensland**

141-001	Advance Queensland - Women's Academic Fund - Carer Funding	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
141-002	Back to Work Queensland	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
141-101	Advance Queensland - Platform Technologies Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
141-102	Made in Queensland Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
141-302	Sustainability Loan - Primary Producers - Qld	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
141-303	Sustainability Loan - Commercial Fisher - Queensland	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
141-401	Arts Queensland - Playing Queensland Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
141-402	Queensland Arts Showcase Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
141-501	Accelerates Idea - Queensland	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
141-502	Advance Queensland - Innovation Package	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
141-503	Advance Queensland - Knowledge Transfer Partnership	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
141-504	Advance Queensland - Young Starters Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
141-505	Business Development Fund - Queensland	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
141-506	Home-Based Business Grants Program - Queensland	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
141-507	Mentoring for Growth - Queensland	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
141-508	Advance Queensland - Startup Events and Activities Funding	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
141-509	Small Business Innovation Connections	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
141-510	Advance Queensland Startup Attraction - Hot DesQ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
141-511	Small Business Digital Grants Program - Queensland	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
141-512	Accelerate Small Business Grants - Queensland	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
141-513	Small Business Entrepreneur Grants Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
141-514	Advance Queensland - Ignite Ideas Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
141-515	Advance Queensland - Create Queensland	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
141-516	Empowering Families Innovation Grants - Queensland	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
141-601	Advance Queensland - Aboriginal & Torres Strait Islander PhD Scholarship	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
141-602	Advance Queensland - Aboriginal & Torres Strait Islander Research Fellowship	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
141-603	Advance Queensland - PhD Scholarship	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
141-604	Advance Queensland - Research Fellowship	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
141-605	School Bus Upgrade Scheme Queensland	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
141-801	Drought Assistance Concessional Loans Scheme Queensland	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
141-802	Drought Relief Assistance Scheme (DRAS) Queensland	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
141-803	Natural Disaster Assistance for Primary Producers - Qld Loans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
141-901	Queensland Destination Events Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
141-410	Strategic Opportunities Program - NSW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 142 **Govt Grants and Assistance - New South Wales**

142-002	Jobs Action Plan - Fresh Start Support - New South Wales	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
142-003	Jobs Action Plan - New South Wales	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
142-004	Small Business Grant - NSW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
142-005	Work Cover NSW Small Business Rebate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
142-101	Australian Technology Showcase (NSW)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142-102	Innovate NSW - Collaborative Solutions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142-103	Minimum Viable Product Program - NSW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142-104	Regional Industries Investment Fund - NSW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
142-006	Apprentices and Trainees Payroll Tax Rebate - NSW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142-201	Clinical Orientation (Training) Grant - NSW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142-202	Continuing Professional Development Vouchers - Medical GPs - NSW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142-203	Transition Grants - Medical GPs - NSW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
142-301	Farm Innovation Fund - New South Wales	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
142-401	NSW Writer's Fellowship (Early Career)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142-402	Screen NSW Advanced Development	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142-403	Screen NSW Early Development	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142-404	Screen NSW Slate Development Loan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
142-405	Screen NSW Loan Facilities - Short Term Minor Cashflow Loans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
142-406	Quick Response Grants - New South Wales	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142-407	Regional Filming Fund - New South Wales	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142-408	Screen NSW - NSW Film & Television Industry Attraction Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142-409	Screen NSW - Production Finance Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142-410	Strategic Opportunities Program - New South Wales	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
142-413	Screen NSW - Emerging Producer Placement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142-501	Bin Trim Rebates Program - New South Wales	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
142-502	TechVoucher Program - NSW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
142-503	Building Partnerships - New South Wales	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142-504	Export Capability Building Program - New South Wales	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142-701	Emergency Works Project - NSW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142-702	Hunter Region Heritage Grants program - NSW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142-703	Environmental Upgrade Agreements - New South Wales Placement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

142-801	Natural Disaster Relief Scheme - NSW Primary Producers - Loans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142-802	Natural Disaster Relief Scheme - NSW Small Business - Loans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142-803	Transport Subsidy in Response To A Declared Natural Disaster - NSW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142-901	Aboriginal Heritage Places Program NSW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142-902	Community Youth & Seniors Heritage Program NSW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142-903	Regional Visitor Economy Fund - Contestable Fund - New South Wales	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142-904	Regional Visitor Economy Fund - Quarantined Fund - New South Wales	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142-905	NSW Heritage Grants - Major Works	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142-906	NSW Heritage Grants - Heritage Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 143 State & Territory Government Grants and Assistance - Victoria

143-001	Back to Work - Victoria	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
143-002	Stronger Regional Communities Plan - Victoria	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
143-101	Future Industries Fund - Manufacturing Program - Victoria	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
143-102	Trade Mission Assistance Program - VIC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
143-103	Victoria-Israel Science and Technology Research & Development Program - VIC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
143-104	Victoria-Israel Trade and International Partnering (VISTRIP) - VIC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
143-105	Local Industry Fund for Transition - Victoria	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
143-106	Automotive Supply Chain Transition Program - Victoria	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
143-108	Trade Access Program - Victoria	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
143-401	Film Victoria - International Travel - Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
143-402	Film Victoria - Documentary Development	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
143-403	Film Victoria - Assigned Production Investment - Film and Television	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
143-404	Film Victoria - PIAF - Post Production, Digital & Visual Effects	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
143-405	Film Victoria - Production Incentive Attraction Fund (PIAF)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
143-406	Film Victoria - Regional Location Assistance Fund (RLAF)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
143-501	Grow Your Business - Business Development Plan - Mentoring - Victoria	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
143-502	Grow Your Business - Business Development Plan and Strategic Review - Victoria	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
143-503	Grow Your Business - Group Programs - Victoria	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
143-504	Grow Your Business - Network Programs - Victoria	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
143-505	Small Business Assistance (Health & Safety) Program - VIC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
143-506	Small Business Success Map - VIC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
143-507	Victoria-Israel Feasibility and Proof of Concept - VIC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
143-508	Energy Assessment Grant - Victoria	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
143-511	Frankston City Small Business Grants - New Eat Street - Station Street Mall - Victoria	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
143-409	WorkSafe OHS Essentials Program - Victoria	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
143-410	Regional Infrastructure Fund - Victoria	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
143-601	International Student Welfare Grants - Victoria	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
143-801	Drought Assistance Concessional Loans Scheme Victoria	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
143-802	Dairy Recovery Concessional Loans - Victoria	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 144 Govt Grants and Assistance - Australian Capital Territory

144-001	Special Project Funding - ACT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
144-002	Training Fund Authority - Employers' Incentives - ACT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
144-101	Innovation Connect - Accelerating Innovation - ACT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
144-102	Discovery Translation Fund - ACT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
144-103	Seed Investment Fund - ACT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
144-501	ACTSmart Business Energy and Water Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
144-502	Trade Connect Fund - ACT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
144-503	ACT Microcredit Loan Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
144-601	STEM 4 - Business Internship Program - ACT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
144-901	ACT Evebt Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 145 Govt Grants and Assistance - South Australia

145-001	South Australian Small Business Payroll Tax Rebate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
145-002	Unlocking Capital for Jobs Program - South Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145-101	Advanced Food Manufacturing - SA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
145-102	BioSA Industry Development Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
145-103	Photonics Catalyst Program - South Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145-104	Export Partnership Program - South Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
145-105	Business Transformation Voucher Program - South Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
145-106	Big Data Connect Program - South Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145-107	Innovation Voucher Program - South Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145-108	NanoConnect - South Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145-109	Zero Waster Industry Program - South Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
145-110	Automotive Supplier Diversification Program - South Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145-111	Automotive Supplier Diversification Program - Fast Track Initiative - South Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145-112	Building South Australia's Premium Food and Wine Credentials Grant Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145-201	Medical Technologies Program - South Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145-301	Agribusiness Growth Program - South Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145-401	Arts SA - Artists in Residence - Independent Makers and Presenters	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145-402	Arts SA - Festivals and Venues - Contemporary Music	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

145-403	Arts SA - Independent Makers and Presenters - Fellowship	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145-404	Arts SA - Independent Makers and Presenters - Major Commission	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145-405	Arts SA - Independent Makers and Presenters - Project Grants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145-406	Arts SA - Individual Artists Development - ATSI Arts Development	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145-407	Arts Sa - Marketing - Contemporary Music	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145-408	Arts SA - Organisations Funding - Contemporary Music	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145-409	Arts SA - Pocket Grants - Contemporary Music	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145-410	Arts SA - Strategic Partnership - Contemporary Music	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145-411	Arts SA - Touring - Contemporary Music	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145-412	Arts SA - Recording - Contemporary Music	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145-413	Arts SA - Out of Round Presentation - Contemporary Music	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
145-414	Arts SA - Commission Support Funding - Public Art and Design	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
145-502	Regional Development Fund - SA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
145-503	Coaching & Mentoring Program - SA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
145-801	Drought Assistance Concessional Loans - South Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
145-802	Dairy Recovery Concessional Loans - South Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 146 **Govt Grants and Assistance - Tasmania**

146-001	Small Business Jobs Bonus - Tasmania	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
146-101	Advanced Manufacturing Innovation and Growth Voucher System - Tasmania	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
146-102	Advanced Manufacturing Market Expansion Program - Tasmania	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
146-301	Vehicle Rebates for Farmers - Tasmania	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
146-302	AgriGrowth Loan Scheme - Tasmania	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
146-401	Artsbridge - Tasmania	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
146-402	Artsbridge Connect - Tasmania	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
146-403	Digital Media Fund - TAS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
146-404	Screen Tasmania - Industry & Enterprise Development Business Travel Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
146-405	Screen Tasmania - Industry & Enterprise Development - Professional Development Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
146-406	Screen Tasmania - Production Investment Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
146-407	Events Tasmania - Touring Events	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
146-409	Screen Tasmania - Factual Entertainment Initiative	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
146-410	Screen Tasmania - Project Development - Feature Film Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
146-411	Screen Tasmania - Project Development - Documentary Signature Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
146-412	Arts Tasmania - Artist Investment Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
146-413	Arts Tasmania - Aboriginal Arts Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
146-414	Arts Tasmania - 146 ArtsStudios	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
146-501	No Interest Micro-Business Loans - Tasmania	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
146-801	Drought Assistance Commission Loans Scheme - Tasmania	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
146-802	Dairy Recovery Concessional Loans Scheme - Tasmania	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
146-901	Events Tasmania - Championship Events	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 147 **Govt Grants and Assistance - Western Australia**

147-101	MRIWA Research Remit - Western Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
147-301	Farm Water Rebate Scheme - Western Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
147-302	Farm Water Supply Planning Scheme - Western Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
147-303	Pastoral Water Grants Scheme - WA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
147-401	Catalyst Community Arts Fund for WA Communities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
147-402	Creative Development Grants - Western Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
147-403	Commercial Development Grants - Western Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
147-404	Community Engagement Grants - Western Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
147-405	Aboriginal Arts Grant - Western Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
147-406	Scholarship and Fellowships - Western Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
147-407	Regional Venues Improvement Fund - Western Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
147-408	Regional and Remote Touring Fund - Western Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
147-409	Regional Event Scheme - Western Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
147-410	Regional Touring Boost - Western Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
147-411	Artists in the House - Western Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
147-801	Natural Disaster Relief & Recovery Arrangements - WA Primary Producers - Grants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
147-802	Natural Disaster Relief & Recovery Arrangements - WA - Small Business - Interest Rates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 148 **Govt Grants and Assistance - Northern Territory**

148-001	Disadvantaged Groups Employer Incentive Scheme - NT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
148-002	Employer Incentives Travel and Accommodation - NT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
148-003	Occupational Shortage Employer Incentive Scheme - NT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
148-101	Trade Support Scheme - NT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
148-401	Quick Response Grants - NT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
148-402	Community Festivals - NT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
148-403	Screen Territory - Attachments, Internships and Mentorships	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
148-404	Screen Territory - Production Finance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
148-405	Screen Territory - Audience Development	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
148-501	Business Growth - Employment Solutions Program - NT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
148-502	Business Growth - Business Planning - NT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

148-503	Business Growth - Business Solutions Program - NT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
148-504	Business Growth - Integrated Management - NT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
148-505	Business Growth - Information Technology Solutions Program - NT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
148-506	Business Innovation Support Initiatives - NT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
148-507	Indigenous Business Development Program - NT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
148-508	Regional Economic Development Fund - NT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
148-509	Business Growth - Mentor Support Programme - Northern Territory	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
148-510	Business Growth - Overview Programme - Northern Territory	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
148-511	Business Growth - Digital Solutions Program - NT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
148-512	Business Growth - Tender Solutions Program - NT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
148-513	Business Growth - Governance Solutions Program - NT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 151	<u>Retail (Non Food) Industries</u>				
151-003	Retail (Non Food) Industries - Specific Issues Post 1st July 2000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
151-012	Setting Retail Prices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
151-082	Characteristics of a Well Run Retail Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
151-083	Steps Needed To Achieve A Retail Success - An Overview	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 152	<u>Food (Retail) Industries</u>				
152-003	Food Retail Industries Specific GST Issues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
152-004	Work Papers For Supermarkets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
152-031	Supermarket Building	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 153	<u>Building Industries</u>				
153-003	Building Industries Specific GST Issues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 154	<u>Construction & Development Industries</u>				
154-003	Construction And Development Industries Specific GST Issues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 155	<u>Farming Industries</u>				
155-003	Farming Industries Specific GST Issues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 156	<u>Hotels & Motels Industries</u>				
156-003	Hotel & Motel Industries Specific GST Issues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
156-010	Specific Systems Requirements for Hotels Motels	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 157	<u>Tourism Industries</u>				
157-003	Tourism Industries Specific GST Issues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
157-010	Systems Planning for a Tourism Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 158	<u>Motor Vehicle Industries</u>				
158-003	Motor Vehicle Industries Specific GST Issues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 160	<u>Service Industries</u>				
160-003	Service Industries Specific GST Issues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 165	<u>Trades Industries</u>				
165-003	Trades Industries Specific GST Issues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
165-010	Setting Charge Out Rates For Trades	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
165-020	Independent Contractors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 170	<u>Manufacturing Industries</u>				
170-012	Setting Charge Out Rates For Manufacturing Businesses	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
170-082	Characteristics of a Well Run Manufacturing Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 210	<u>Professions</u>				
210-003	Professions Specific GST Issues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
210-020	Fee Setting For Professionals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 251	<u>Not For Profit Organisations</u>				
251-003	Not For Profit Organisations Specific GST Issues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 270	<u>Consumers</u>				
270-003	Consumers Specific GST Issues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 495	<u>Improving Your Bottom Line</u>				
495-003	Identify The Services You Want To Receive From Us	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
495-010	SMEs - Business Advisory Services Help	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 500	<u>Accountancy Business Development</u>				
500-001	Creating Business Advisory Services For Clients	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
500-002	Development Of A Business Advisory Service Enterprise	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

500-003	Team Building For A Dynamic Accountancy Firm	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
500-006	Management Of The Accountancy Business Enterprise	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
500-010	Business Development Strategies for Accountants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
500-020	Using The Accountancy Business Development Checklist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
500-021	Fixed Price Agreement For Accountancy Firms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
500-030	Chief Financial Officer's Report on Financial/Management Accounts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
500-031	Chief Financial Officer's Weekly Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
500-051	Key Performance Indicators For Accountants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
500-060	Marketing Strategies For Accountancy Firms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
500-070	Turning Your Accountancy Business Into A Client Business Centre	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
500-071	Future Services That You Can Offer Your Clients	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
500-072	Deliver Non-Compliance Services That Add Value	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
500-073	From Compliance To Business Advisory Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
500-074	Opportunities From Digital Disruption	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
500-075	How to Earn Fees from ESS BIZTOOLS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 501 **Accountancy Business Training Program**

501-003	Introducing a Business Development Culture	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
501-010	Financial Accounts Strategies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
501-011	Preparing Financial Accounts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
501-012	Management Accounts to Deliver Business Development Strategies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
501-013	Business Development Strategies Exercise	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
501-014	Best Practice Business Unit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
501-015	Encouraging Client Business Units	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
501-020	Work Papers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
501-021	Current Files	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
501-090	Preparing a Client to Raise Capital	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
501-091	Coaching A Client To Investment Readiness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 502 **Accountancy Business Development Activities**

502-011	Approach to a Business Plan Assignment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
502-012	Work Code Numbers for the Preparation of Business Plans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
502-013	Information Required from a Client to Prepare a Business Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
502-015	Business Plan Control Sheet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 550 **Accountancy Business Coaching**

550-001	Advice That Your Clients Want	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
550-010	Preparing Financial Analysis Using Software Products	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
550-040	Professional Selling for Improved Results	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
550-060	Business Advisory Services Readiness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

TEMPLATES, CHECKLISTS, FORMS, SPREADSHEETS, WORKBOOKS:-

Form 001-004	Rating Chart To Assess Your Strengths And Weaknesses	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 001-006	Have You Got Enough Money To Go Into Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 001-031a	State-by-State Summary of Payroll Tax	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 001-032a	State-by-State Summary of Land Tax	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 001-060a	Weekly Performance Estimate Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 001-060b	Weekly Performance Statistics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 001-070	Purchasing A Business Checklist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 002-003a	Cash Payments Cycle Flow Chart	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 002-003b	Order Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 002-003c	Internal Authorisation Stamp	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 002-003d	Adjustment Note	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 002-003e	Adjustment Note	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 002-003f	Payment Remittance Advice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 002-003g	Cross Referencing Cash Payments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 002-003h	Cash Payment Book Headings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 002-003i	Writing Up Cash Payments Book	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 002-003j	Cash Payment Book Treatment Of Capital Expenditure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 002-003k	Cash Payment Book Totalling Of Columns	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 002-004a(a)	Purchase Order Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 002-004a(b)	Purchase Order Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 002-004b	Return Note Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 002-004c(a)	Cheque Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 002-004c(b)	Cheque Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 002-004d(a)	Remittance Advice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 002-004d(b)	Remittance Advice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 002-004e	Cash Payments Book	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 002-004f	Purchase Order Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 002-004g	Purchase Order Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 002-004h	Return Note	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 002-004i	Remittance Advice - Answer to Exercise 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 002-004j	Payment to City Meats - Answer to Exercise 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Form 002-004k	Remittance Advice - Answer to Exercise 3	☑	☑	☑	☒
Form 002-004l	Payment to Tropical Liquor Merchants - Answer to Exercise 3	☑	☑	☑	☒
Form 002-004m	Solution to Cash Payments Exercise - Exercise 4	☑	☑	☑	☒
Form 002-020a	Petty Cashflow Chart	☑	☑	☑	☒
Form 002-020b	Petty Cash Voucher	☑	☑	☑	☒
Form 002-020c	Cheque for Establishment of Petty Cash Float	☑	☑	☑	☒
Form 002-020d	Cash Payments Book - Treatment to Establish Petty Cash Float	☑	☑	☑	☒
Form 002-020e	Petty Cash Book - Showing Treatment to Establish Petty Cash Float	☑	☑	☑	☒
Form 002-020f	Petty Cash Vouchers	☑	☑	☑	☒
Form 002-020g	Petty Cash Book with Actual Transactions	☑	☑	☑	☒
Form 002-020h	Reimbursement Cheque - For Actual Petty Cash Expenditure	☑	☑	☑	☒
Form 002-020i	Cash Payments Book - Recording the Reimbursement Cheque	☑	☑	☑	☒
Form 002-020j	Sample of a Petty Cash Book	☑	☑	☑	☒
Form 002-021a	Cash Payments Book	☑	☑	☑	☒
Form 002-021b	Petty Cash Book	☑	☑	☑	☒
Form 002-021c	Solution to Petty Cash Exercise - Cash Payments Book	☑	☑	☑	☒
Form 002-021d	Solution to Petty Cash Exercise - Petty Cash Book	☑	☑	☑	☒
Form 002-029a	Property Ownership Summary	☑	☑	☑	☒
Form 002-030a	Plant Record Card	☑	☑	☑	☒
Form 002-030b	Assets Register	☑	☑	☑	☒
Form 002-036a	Tax Invoice Under \$1000	☑	☑	☑	☒
Form 002-036b	Adjustment Note	☑	☑	☑	☒
Form 002-036c	Credit Sales And Debtors	☑	☑	☑	☒
Form 002-036d	Debtors Aged Analysis Sample	☑	☑	☑	☒
Form 002-036e	Completed Tax Invoice	☑	☑	☑	☒
Form 002-036f	Completed Sales Journal	☑	☑	☑	☒
Form 002-036g	Completed Transactions Comprising Sales Journal	☑	☑	☑	☒
Form 002-036h	Completed Transactions Comprising Tax Invoice	☑	☑	☑	☒
Form 002-036i	Completed Transactions Comprising Tax Invoice	☑	☑	☑	☒
Form 002-036j	Completed Transactions Comprising Debtors Statement	☑	☑	☑	☒
Form 002-036k	Delivery Docket	☑	☑	☑	☒
Form 002-036l	Debtors Ledger	☑	☑	☑	☒
Form 002-036m	Adjustment Note	☑	☑	☑	☒
Form 002-036n	Sample Sundry Debtors Aged Analysis	☑	☑	☑	☒
Form 002-036o	Sample Sundry Debtors Reconciliation Report	☑	☑	☑	☒
Form 002-040a	Cash Sales Process Flowchart	☑	☑	☑	☒
Form 002-040b	Documentation Flow of a Cash Sale	☑	☑	☑	☒
Form 002-040c	Receipt	☑	☑	☑	☒
Form 002-040d	Cash Receipts Book	☑	☑	☑	☒
Form 002-040e	Post of Receipts To Cash Receipts Book	☑	☑	☑	☒
Form 002-041a	Receipts	☑	☑	☑	☒
Form 002-041b	Cash Receipts Book	☑	☑	☑	☒
Form 002-041c	Sales Journal - A Brown	☑	☑	☑	☒
Form 002-041d	Debtors Ledger Cards	☑	☑	☑	☒
Form 002-041e	Debtors Ledger Cards - Page 2	☑	☑	☑	☒
Form 002-041f	Debtors Ledger Cards - Page 3	☑	☑	☑	☒
Form 002-041g	Debtors Ledger Cards - Page 4	☑	☑	☑	☒
Form 002-041h	Completed Receipts	☑	☑	☑	☒
Form 002-041i	Cash Receipts Exercise	☑	☑	☑	☒
Form 002-041j	Sales Journal - A Brown	☑	☑	☑	☒
Form 002-041k	Debtors Ledger Cards - Page 1	☑	☑	☑	☒
Form 002-041l	Debtors Ledger Cards - Page 2	☑	☑	☑	☒
Form 002-041m	Debtors Ledger Cards - Page 3	☑	☑	☑	☒
Form 002-041n	Debtors Ledger Cards - Page 4	☑	☑	☑	☒
Form 002-041o	Debtors Reconciliation	☑	☑	☑	☒
Form 002-041p	Cash Receipts Exercise	☑	☑	☑	☒
Form 002-050a	Cash Register Form	☑	☑	☑	☒
Form 002-055a	Filing System	☑	☑	☑	☒
Form 002-055b	Correspondence Register Outwards	☑	☑	☑	☒
Form 002-055c	Incoming Mail Register	☑	☑	☑	☒
Form 002-061a	Cash Receipts Book	☑	☑	☑	☒
Form 002-061b	Cash Payments Book	☑	☑	☑	☒
Form 002-061c	Bank Reconciliation Statement	☑	☑	☑	☒
Form 002-061d	Completed Cash Receipts Book	☑	☑	☑	☒
Form 002-061e	Completed Cash Payments Book	☑	☑	☑	☒
Form 002-061f	Bank Reconciliation Statement	☑	☑	☑	☒
Form 002-061g	Cash Receipts Book	☑	☑	☑	☒
Form 002-061h	Cash Payment Book	☑	☑	☑	☒
Form 002-061i	Bank Reconciliation Statement	☑	☑	☑	☒
Form 002-061j	Completed Cash Receipts Book	☑	☑	☑	☒
Form 002-061k	Completed Cash Payments Book	☑	☑	☑	☒
Form 002-061l	Bank Reconciliation Exercise	☑	☑	☑	☒

Form 002-070a1	Employee Record Card	☑	☑	☑	☒
Form 002-070a2	Employee Record Cards	☑	☑	☑	☒
Form 002-070b	Individual Employees Payroll Record	☑	☑	☑	☒
Form 002-070c	Pay Advice Slip	☑	☑	☑	☒
Form 002-075a	Leased Premises Register	☑	☑	☑	☒
Form 002-080a	Stock Ordering Flow Chart	☑	☑	☑	☒
Form 002-080b	Receiving Materials Suppliers Flow Chart	☑	☑	☑	☒
Form 002-080c	Issuing Materials Flow Chart	☑	☑	☑	☒
Form 002-080d	Finished Goods Production Flow Chart	☑	☑	☑	☒
Form 002-080e	Dispatching Finished Goods Flow Chart	☑	☑	☑	☒
Form 002-085a	Chart Of Accounts Sample	☑	☑	☑	☒
Form 003-020a	Discretionary Trust Flow Chart	☑	☑	☑	☒
Form 003-020b1	Minutes Of A Company	☑	☑	☑	☒
Form 003-020b2	Minutes Of A Company	☑	☑	☑	☒
Form 003-025a	Unit Trust Flow Chart	☑	☑	☑	☒
Form 003-025bi	Minutes Of A Company Acting As Trustee Appointment Of A Cheque Signatory	☑	☑	☑	☒
Form 003-025bii	Minutes Of A Company Acting As Trustee Increasing Trusts Bank Loan	☑	☑	☑	☒
Form 003-025biii	Minutes Of A Company Acting As Trustee - Trust Profit Distribution	☑	☑	☑	☒
Form 003-035a	Not For Profit Company Declaration	☑	☑	☑	☒
Form 004-010a	Internal Authorisation Stamp	☑	☑	☑	☒
Form 004-010b	Payment Remittance Advice	☑	☑	☑	☒
Form 004-010c	Cash Register Form	☑	☑	☑	☒
Form 004-010d	Schedule Of Value of Goods taken from stock for private use	☑	☑	☑	☒
Form 005-011a	Stock Matrix	☑	☑	☑	☒
Form 005-033a	Departmentalised Profit And Loss Account	☑	☑	☑	☒
Form 005-035a	Sales Profit Budget	☑	☑	☑	☒
Form 005-035b	Budgets & Cashflow Forecast	☑	☑	☑	☒
Form 005-035c	Cashflow Forecast	☑	☑	☑	☒
Form 005-035d	Projected Balance Sheet	☑	☑	☑	☒
Form 005-035e	Projected Source And Application Of Funds	☑	☑	☑	☒
Form 005-036a	Short Term Cashflow Forecast	☑	☑	☑	☒
Form 005-036a	Short Term Cashflow Forecast - Excel Spreadsheet	☑	☑	☑	☒
Form 005-036b	Debtors Days Outstanding Calculator	☑	☑	☑	☒
Form 005-036b	Debtors Days Outstanding Calculator - Excel Spreadsheet	☑	☑	☑	☒
Form 005-050a	Intra-Business Transfer Docket	☑	☑	☑	☒
Form 005-050b	Business Unit Trading and Profit & Loss Account	☑	☑	☑	☒
Form 005-051a	Standard Journals For Rent	☑	☑	☑	☒
Form 005-051b	Sample Chart of Accounts	☑	☑	☑	☒
Form 005-051c	Sample of Profit and Loss Account - Owned Business Premises	☑	☑	☑	☒
Form 005-060a	Statement by a Supplier	☑	☑	☑	☒
Form 005-060b	Creditors Aged Analysis	☑	☑	☑	☒
Form 005-060c	Personal Guarantee Summary Form	☑	☑	☑	☒
Form 005-080a	Internet Banking Transaction Authority Form	☑	☑	☑	☒
Form 005-080b	Internet Banking Transaction Register	☑	☑	☑	☒
Form 005-090c	Calculator - Loan Factor Reference Spreadsheet	☑	☑	☑	☒
Form 006-077a	Pharmacy Data Required For KPI	☑	☑	☑	☒
Form 006-077b	Pharmacy Key Performance Indicators	☑	☑	☑	☒
Form 006-077c	Supermarket Data Required For KPI	☑	☑	☑	☒
Form 006-077d	Supermarket Key Performance Indicators	☑	☑	☑	☒
Form 006-077e	Drilling And Blasting Data Required For KPI	☑	☑	☑	☒
Form 006-077f	Drilling And Blasting Key Performance Indicators	☑	☑	☑	☒
Form 006-077g	Home Unit Developer Data Required For KPI	☑	☑	☑	☒
Form 006-077h	Home Unit Developer Key Performance Indicators	☑	☑	☑	☒
Form 006-077i	Land Developer Data Required For KPI	☑	☑	☑	☒
Form 006-077j	Land Developer Key Performance Indicators	☑	☑	☑	☒
Form 006-077k	Sugar Cane Farmer Data Required For KPI	☑	☑	☑	☒
Form 006-077l	Sugar Cane Farmer Key Performance Indicators	☑	☑	☑	☒
Form 006-077m	Engineering Data Required For KPI	☑	☑	☑	☒
Form 006-077n	Engineering Key Performance Indicators	☑	☑	☑	☒
Form 006-077o	Retail Data Required For KPI	☑	☑	☑	☒
Form 006-077p	Retail Key Performance Indicators	☑	☑	☑	☒
Form 006-080a	Example Of Key Performance Indicators For A Retail Store	☑	☑	☑	☒
Form 006-080b	Stock Analysis Chart Stock Matrix	☑	☑	☑	☒
Form 006-080c	Debtors Aged Analysis	☑	☑	☑	☒
Form 006-085	Survival In Difficult Times For SMEs Workbook	☑	☑	☑	☒
Form 006-085a	How Well Do You Know Your Business Checklist	☑	☑	☑	☒
Form 006-090a	Benchmarking Data for Businesses	☑	☑	☑	☒
Form 008-050a	Customer Questionnaire	☑	☑	☑	☒
Form 008-060a	Sponsorship Evaluation Checklist	☑	☑	☑	☒
Form 008-060b	Visitors Monitoring Form	☑	☑	☑	☒
Form 009-005a	Steps in Business Planning	☑	☑	☑	☒
Form 009-005b	Guide to the Preparation of a Business Plan	☑	☑	☑	☒

Form 009-010a	Preparing the Business Plan	☑	☑	☑	☒
Form 009-010b	Using and Monitoring the Business Plan	☑	☑	☑	☒
Form 009-070a	Use a Stock Analysis Chart	☑	☑	☑	☒
Form 009-082a	Sales Targets Work Sheet	☑	☑	☑	☒
Form 010-020a	Family and Business Entities	☑	☑	☑	☒
Form 010-060a	Structure for Family Survival	☑	☑	☑	☒
Form 010-066a	Estate Planning Checklist	☑	☑	☑	☒
Form 012-010a	Research and Development Tax Deduction	☑	☑	☑	☒
Form 012-010b	Research and Development Tax Deduction	☑	☑	☑	☒
Form 012-011	R and D Eligibility Checklist for 125 percent Tax Deduction	☑	☑	☑	☒
Form 012-015a	Travel Diary	☑	☑	☑	☒
Form 012-015b	Reasonable Travel & Meal Allowance Expenses	☑	☑	☑	☒
Form 012-015c	Income Producing Building Write Off Rates	☑	☑	☑	☒
Form 012-017a	Payment Summary Form	☑	☑	☑	☒
Form 012-019a	Suppliers Statement	☑	☑	☑	☒
Form 012-020a	Discount Capital Gain and Capital Gain Calculation Sheet	☑	☑	☑	☒
Form 012-021a	CGT Concessions For Small Business Checklist	☑	☑	☑	☒
Form 012-021b	Small Business Capital Gains Tax Calculation Sheet	☑	☑	☑	☒
Form 012-025a	Reportable Fringe Benefits Amount Worksheet	☑	☑	☑	☒
Form 012-025b	Calculation Of The Base Value Of A Car For Fringe Benefit Tax Purposes Using The Statutory Formula Method	☑	☑	☑	☒
Form 012-025c	Meal Entertainment Elections - Election By Employer Using The 012-Week Register Method	☑	☑	☑	☒
Form 012-025d	Election By Employer To Adopt 50-50 Split Method	☑	☑	☑	☒
Form 012-025e	Motor Vehicle Elections - Opening And Closing Kilometres 2008 FBT Year	☑	☑	☑	☒
Form 012-025f	Petrol Expense Declaration 2008 FBT Year	☑	☑	☑	☒
Form 012-025g	Calculation Of Fringe Benefit Tax Payable In Respect Of The 2008 FBT Year	☑	☑	☑	☒
Form 012-030a	Statement by a Supplier	☑	☑	☑	☒
Form 012-045a	Flow Chart - Claiming Losses and Bad Debts	☑	☑	☑	☒
Form 012-045b	Flow Chart - Treatment of Losses and Bad Debts	☑	☑	☑	☒
Form 012-045c	Flow Chart - Dividend Streaming in Operation	☑	☑	☑	☒
Form 012-045d	Flow Chart - Where Dividend Streaming Rules Do Not Apply	☑	☑	☑	☒
Form 012-046a	Flow Chart - Tests For Determining Whether A Discretionary Trust Is A Family Trust	☑	☑	☑	☒
Form 012-046b	Flow Chart - Distribution From A Family Trust	☑	☑	☑	☒
Form 012-046c	Flow Chart - Additional Test That Family Trust Has To Satisfy	☑	☑	☑	☒
Form 012-046d	Flow Chart - Tests That A Trust Has To Satisfy To Claim Losses Or Bad Debts	☑	☑	☑	☒
Form 012-047a	Flow Chart Tests Unit Trust is a Family Trust	☑	☑	☑	☒
Form 012-047b	Flow Chart Distribution from a Family Trust	☑	☑	☑	☒
Form 012-047c	Flow Chart Additional Test for Family Trust	☑	☑	☑	☒
Form 012-047d	Deductibility of Trust Losses and Bad Debts	☑	☑	☑	☒
Form 012-049a	Checklist For A Discretionary Trust To Determine Whether It Should Be A Family Trust	☑	☑	☑	☒
Form 012-065a	End Of Year Tax Planning Checklist	☑	☑	☑	☒
Form 013-005a	Monthly Report Chief Executive Officer	☑	☑	☑	☒
Form 013-005b	Monthly Financial Report Chief Financial Officer	☑	☑	☑	☒
Form 013-005c	Chief Financial Officers Declaration	☑	☑	☑	☒
Form 013-070a	Monthly Board of Directors Meeting Agenda	☑	☑	☑	☒
Form 014-011a	National Skills Needs List	☑	☑	☑	☒
Form 014-030a	Checklist For Export Market Development Grant	☑	☑	☒	☒
Form 014-043a	Goods Eligible for Assistance Under the Northbound and Intrastate Components of the Scheme	☑	☑	☒	☒
Form 014-043b	Scaling Factors for Route G and S Equivalentents	☑	☑	☒	☒
Form 014-043c	Assistance Payable per TEI or TEU Equivalent	☑	☑	☒	☒
Form 014-194a	The Tariff Concession System and the EPBS	☑	☑	☒	☒
Form 014-194b	EPBS Functional Units	☑	☑	☒	☒
Form 014-194c	Customs Act 1901 - Sect 269D	☑	☑	☒	☒
Form 014-196a	Glossary Of Terms	☑	☑	☒	☒
Form 014-196b	Plant Expenditure Decision Tree	☑	☑	☒	☒
Form 014-197a	Industry Skills Fund Programme Map	☑	☑	☑	☒
Form 014-197b	Glossary Of Terms	☑	☑	☑	☒
Form 014-198a	New South Wales - Central Coast	☑	☑	☒	☒
Form 014-198b	New South Wales - Hunter Valley excluding Newcastle	☑	☑	☒	☒
Form 014-198c	New South Wales - Sydney - Outer West and Blue Mountains	☑	☑	☒	☒
Form 014-198d	Queensland - Ipswich	☑	☑	☒	☒
Form 014-198e	Queensland - Sunshine Coast	☑	☑	☒	☒
Form 014-198f	Queensland - Townsville	☑	☑	☒	☒
Form 014-198g	Victoria - Melbourne - West	☑	☑	☒	☒
Form 014-198h	Victoria - Mornington Peninsula	☑	☑	☒	☒
Form 014-198i	South Australia - Adelaide - North	☑	☑	☒	☒
Form 014-198j	Western Australia - Perth - South West	☑	☑	☒	☒
Form 014-198k	Tasmania - Launceston - North East	☑	☑	☒	☒
Form 015-070a	EFIC Headway	☑	☑	☑	☒
Form 017-004a	Employment Application Form	☑	☑	☑	☒
Form 017-004b	Letter Declining An Applicant Without An Interview	☑	☑	☑	☒
Form 017-004c	Employment Declaration Form	☑	☑	☑	☒

Form 017-005a	Questions To Be Asked Of Applicants	☑	☑	☒	☒
Form 017-010a	Letter 3 Month Probationary Trial Contract	☑	☑	☒	☒
Form 017-010b	Letter of Appointment Senior Staff	☑	☑	☒	☒
Form 017-010c	Letter of Appointment General Staff	☑	☑	☒	☒
Form 017-035a	Orientation Check List - New Team Member	☑	☑	☒	☒
Form 017-035b	Welcome Letter Retail Establishment	☑	☑	☒	☒
Form 017-035c	Employment Review - First Week	☑	☑	☒	☒
Form 017-035d	Employment Review - Second Week	☑	☑	☒	☒
Form 017-035e	Employment Review - Third Week	☑	☑	☒	☒
Form 017-050a	Staff Appraisal Form	☑	☑	☒	☒
Form 017-050b	Staff Survey Form	☑	☑	☒	☒
Form 017-050c	Exit Interview Questionnaire	☑	☑	☒	☒
Form 017-095a	Setting Internal Labour Charge Out Rates Calculator - Excel Spreadsheet	☑	☑	☒	☒
Form 017-095a	Worksheet for the Calculation of Internal Charge Rates	☑	☑	☒	☒
Form 017-095b	Intra-Business Transfer Docket	☑	☑	☒	☒
Form 017-099a	Small Business Fair Dismissal Code Checklist	☑	☑	☒	☒
Form 019-031a	Standard Journal For Rent Internal	☑	☑	☒	☒
Form 020-002a	Statement By A Supplier Reason For Not Quoting An Australian Business Number To An Enterprise	☑	☑	☒	☒
Form 020-100a	Sample of Business Activity Statement	☑	☑	☒	☒
Form 020-101a	Sample of GST & PAYG Instalment Notice	☑	☑	☒	☒
Form 021-007a	Computer Security Policies and Procedures Manual - Template	☑	☑	☑	☒
Form 021-007b	Computer Security Checklist	☑	☑	☑	☒
Form 021-014a	Business Building Matrix (Example)	☑	☑	☑	☒
Form 021-018a	Manufacturers Quote-Job Check List	☑	☑	☑	☒
Form 021-018b	Manufacturers Quotation-Budget Preparation	☑	☑	☑	☒
Form 026-001a	Preparing for SuperStream - A Step By Step Guide	☑	☑	☑	☒
Form 026-005a	Standard Choice Form	☑	☑	☒	☒
Form 026-005b	Preparing for SuperStream - A Step by Step Guide	☑	☑	☒	☒
Form 027-040a	Job Description Office Manager	☑	☑	☒	☒
Form 030-006a	Sample Computer Security Documentation	☑	☑	☒	☒
Form 030-006b	Sample Computer Security Checklist	☑	☑	☒	☒
Form 030-006c	Computer Assets Register	☑	☑	☒	☒
Form 030-006d	Computer Incidents Logbook	☑	☑	☒	☒
Form 030-006e	Sample Disaster Recovery Plan	☑	☑	☒	☒
Form 030-006f	Job Descriptions	☑	☑	☒	☒
Form 036-050a	Calculation of Future Maintainable Profits	☑	☑	☒	☒
Form 036-050a	Future Maintainable Profits Calculator - Excel Spreadsheet	☑	☑	☒	☒
Form 037-009a	Agents Rental Statement	☑	☑	☒	☒
Form 037-022a	Depreciation Schedule	☑	☑	☒	☒
Form 037-028a	Electricity Meter Log	☑	☑	☒	☒
Form 037-028b	Analysis of Electricity Usage	☑	☑	☒	☒
Form 037-040a	Insurance Cover Summary	☑	☑	☒	☒
Form 037-072a	Leased Premises Register	☑	☑	☒	☒
Form 040-001a	Suggested treatment of IP	☑	☑	☑	☒
Form 040-001b	Proposed Corporate Structure for IP Company	☑	☑	☒	☒
Form 040-001c	Confidentiality Agreement	☑	☑	☒	☒
Form 040-001d	Assignment of IP Agreement	☑	☑	☒	☒
Form 040-002a	Standard Letter to Business Plan Consultant	☑	☑	☒	☒
Form 040-002b	Standard Letter To Marketing Consultant	☑	☑	☒	☒
Form 040-002c	Standard Letter to Intellectual Property Consultant	☑	☑	☒	☒
Form 040-002d	Standard Letter to Solicitors	☑	☑	☒	☒
Form 040-002e	Standard Letter to Management Team Consultant	☑	☑	☒	☒
Form 040-002f	Standard Letter to Proving Technology Consultant	☑	☑	☒	☒
Form 040-002g	Market Research Item List	☑	☑	☒	☒
Form 040-002h	Checklist of Items to be Included Under Management Team	☑	☑	☒	☒
Form 040-002i	Intellectual Property Item List	☑	☑	☒	☒
Form 040-002j	Technical Evaluation Checklist	☑	☑	☒	☒
Form 040-002k	Getting Investment Ready Training Programme	☑	☑	☒	☒
Form 040-002l	Business Plan Item List	☑	☑	☒	☒
Form 042-002a	Price Earnings Ratio Risk Multiplier	☑	☑	☒	☒
Form 042-002a	Valuation of Emerging Companies Calculator - Excel Spreadsheet	☑	☑	☒	☒
Form 050-054a	Family Business Corporate Structure to Assist in Succession	☑	☑	☒	☒
Form 051-005a	Personal Property Securities Register Sample Letter	☑	☑	☑	☒
Form 055-010a	MasterClass Business Growth Series	☑	☑	☑	☒
Form 140-110a	Special Disaster Assistance - QLD Primary Producers	☑	☑	☑	☒
Form 140-110b	Special Disaster Assistance - QLD Primary Producers	☑	☑	☑	☒
Form 140-120a	Special Disaster Assistance - QLD Small Business Grants	☑	☑	☑	☒
Form 140-120b	Special Disaster Assistance - QLD Small Business Grants	☑	☑	☑	☒
Form 140-211a	Current Declared Natural Disaster Areas in New South Wales - Primary Producers - Loans	☑	☑	☑	☒
Form 140-211b	Bushfires	☑	☑	☑	☒
Form 140-211c	Storms	☑	☑	☑	☒
Form 140-213a	Current Declared Natural Disaster Areas in New South Wales - Small Business - Loans	☑	☑	☑	☒

Form 140-213b	Natural Disaster Relief Scheme - NSW - Small Business - Loans	☑	☑	☑	☒
Form 140-213c	Natural Disaster Relief Scheme - NSW - Small Business - Loans	☑	☑	☑	☒
Form 140-213d	Natural Disaster Relief Scheme - NSW - Small Business - Loans	☑	☑	☑	☒
Form 140-213e	Natural Disaster Relief Scheme - NSW - Small Business - Loans	☑	☑	☑	☒
Form 140-311b	Bushfire	☑	☑	☑	☒
Form 140-311c	Storm	☑	☑	☑	☒
Form 140-312a	Declared Natural Disaster Areas - Victoria	☑	☑	☑	☒
Form 140-313a	Declared Natural Disaster Areas - Victoria	☑	☑	☑	☒
Form 140-313b	Bushfire	☑	☑	☑	☒
Form 140-313c	Storm	☑	☑	☑	☒
Form 140-710a	Clean-Up And Assistance Grants Detailed Application Deadlines - TAS	☑	☑	☑	☒
Form 140-712a	Clean-Up And Assistance Grants Detailed Application Deadlines - TAS	☑	☑	☑	☒
Form 141-605a	Gazetted Roads Where The Carriage Of Standing Passengers Is Prohibited	☑	☑	☒	☒
Form 141-605b	Schedule of Specification for an Upgraded School Bus	☑	☑	☒	☒
Form 141-803a	Current Declared Natural Disaster Areas in Qld - Primary Producers - Loans	☑	☑	☒	☒
Form 141-803b	Tropical Cyclone and Associated Railfall and Flooding	☑	☑	☒	☒
Form 141-803c	Bushfires	☑	☑	☒	☒
Form 142-501a	Bin Trim Rebates Program - Sample Forms	☑	☑	☑	☒
Form 142-903a	Application Form and Requirement Information	☑	☑	☒	☒
Form 142-903b	Zone Map	☑	☑	☒	☒
Form 142-903c	Assessment Criteria	☑	☑	☒	☒
Form 142-903d	Key Performance Indicators (KPI) Framework	☑	☑	☒	☒
Form 142-904a	Zone Map	☑	☑	☒	☒
Form 142-904b	Application Form and Requirement Information	☑	☑	☒	☒
Form 142-904c	Assessment Criteria	☑	☑	☒	☒
Form 142-904d	Key Performance Indicators (KPI) Framework	☑	☑	☒	☒
Form 151-012a	Gross Profit Mark Up Charge	☑	☑	☒	☒
Form 151-012a	Setting Retail Prices Calculator - Excel Spreadsheet	☑	☑	☒	☒
Form 151-012b	Gross Profit Mark Up Charge	☑	☑	☒	☒
Form 151-082a	Example of Key Performance Indicators for a Retail Store	☑	☑	☒	☒
Form 151-082b	Stock Analysis Chart Stock Matrix	☑	☑	☒	☒
Form 151-082c	Debtors Aged Analysis	☑	☑	☒	☒
Form 152-003a	Election to use a Simplified GST Accounting Method	☑	☑	☒	☒
Form 152-004a	Work Papers Index For Food Retail Industries	☑	☑	☒	☒
Form 165-010a	Setting Charge Out Rates for Trades Workbook	☑	☑	☒	☒
Form 165-010a	Setting Trade Charge Out Rates Calculator - Excel Spreadsheet	☑	☑	☒	☒
Form 170-012a	Labour Oncosts for Manufacturing Calculator - Excel Spreadsheet	☑	☑	☒	☒
Form 170-012a	Manufacturers Client Contact Form	☑	☑	☒	☒
Form 170-012b	Manufacturers Quote Job Checklist	☑	☑	☒	☒
Form 170-012c	Manufacturers Quotation Budget Preparation	☑	☑	☒	☒
Form 170-012d	Manufacturers Company Quotation Results Report	☑	☑	☒	☒
Form 170-082a	Manufacturers Client Service Assessment	☑	☑	☒	☒
Form 170-082b	Manufacturers Quote Job Checklist	☑	☑	☒	☒
Form 170-082c	Manufacturers Quotation Results Report	☑	☑	☒	☒
Form 170-082d	Manufacturers Clients Welcome Letter	☑	☑	☒	☒
Form 170-082e	Manufacturers Job Materials Issue Form	☑	☑	☒	☒
Form 170-082f	Manufacturers Process Flow Checklist	☑	☑	☒	☒
Form 170-082g	Manufacturers Purchase Order	☑	☑	☒	☒
Form 170-082h	Manufacturers Prepared Quotation Form	☑	☑	☒	☒
Form 170-082i	Manufacturers Credit Policy Terms and Conditions	☑	☑	☒	☒
Form 170-082j	Manufacturers Annual Leave Application	☑	☑	☒	☒
Form 170-082k	Manufacturers Summary of Work On Hand At Handover	☑	☑	☒	☒
Form 170-082l	Manufacturers Quality Check Sheet	☑	☑	☒	☒
Form 170-082m	Manufacturers Installation Quality Check Sheet	☑	☑	☒	☒
Form 170-082n	Manufacturers Project Group Worksheet	☑	☑	☒	☒
Form 170-082o	Manufacturers Monthly Management Team Meeting Agenda	☑	☑	☒	☒
Form 170-082p	Manufacturers Debtors Aged Analysis	☑	☑	☒	☒
Form 170-082q	Example of Key Performance Indicators For A Manufacturing Business	☑	☑	☒	☒
Form 210-020a	Fee Setting for Professionals Calculator	☑	☑	☒	☒
Form 210-020ax	Fee Setting for Professionals Calculator -Excel Spreadsheet	☑	☑	☒	☒
Form 490-001	Survival Hints for Small Business - 6.2.14	☑	☑	☒	☒
Form 500-010a	Agenda For Meeting	☑	☑	☑	☒
Form 500-010b	Record of Interview	☑	☑	☑	☒
Form 500-010c	Action List From Meeting	☑	☑	☑	☒
Form 500-010d	Accounts and Tax Return Job Review Sheet	☑	☑	☑	☒
Form 500-010e	Computerisation - Work To Be Performed Job Review Sheet	☑	☑	☑	☒
Form 500-010f	Superannuation - Work To Be Preformed Job Review Sheet	☑	☑	☑	☒
Form 500-010g	Client Work Checklist	☑	☑	☑	☒
Form 500-020a	Business Development Checklist	☑	☑	☑	☒
Form 500-020b	Gold Business Development Package	☑	☑	☑	☒
Form 500-020c	Silver Business Development Package	☑	☑	☑	☒
Form 500-020d	Bronze Business Development Package	☑	☑	☑	☒

Form 500-020e	Weekly Performance Estimate Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 500-021a	Fixed Price Agreement Checklist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 500-021b	Letter Fixed Price Agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 500-060a	Seminar Check List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 500-060b	Client Survey Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 500-073a	Suggested Business Advisory Services' Structure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 500-074a	Opportunities from Digital Disruption	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 501-012a	Intra-Business Transaction Docket	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 501-012b	Business Unit Trading Profit And Loss Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 501-014a	Customer Survey Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 501-014b	Weekly Key Performance Indicator Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 501-014c	Weekly Team Meeting Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 501-014d	Monthly Business Unit Meeting Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 501-015a	Intra-Business Transfer Docket	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 501-015b	Business Unit Trading and Profit & Loss Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 501-020a	Work Papers Index	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 501-021a	Current Files	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 501-021b	Share Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 501-090a	Suggested Treatment of IP Chart	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 501-090b	Proposed Corporate Structure for IP Company	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 501-090c	Confidentiality Agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 501-090d	Assignment of Intellectual Property Agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 501-091a	Business Plan Consultant Briefing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 501-091b	Marketing Consultant Letter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 501-091c	Intellectual Property Briefing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 501-091d	Legal Briefing Document	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 501-091e	Management Team Consultant Briefing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 501-091f	Proving Technology Consultant Briefing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 501-091g	Market Research Item List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 501-091h	Checklist Of Items Management Team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 501-091i	Intellectual Property Item List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 501-091j	Technical Evaluation Checklist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 501-091k	Getting Investment Ready Training	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 501-091l	Business Plan Item List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-011a	Team Member Interview Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-011b	Shareholder Partner Interview Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-011c	Std Customer Survey Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-011d	Other Std Key Stakeholders Survey Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-015a	Work Requirement Form For The Preparation Of A Business Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-015ab	Letter To Accountant Final Business Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-015ac	Letter To Client Returning Data	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-015ad	File Diary Note Follow-up Action	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-015ae	Acceptance Questionnaire Business Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-015af	Staff Interview Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-015ag	Shareholder Interview Survey Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-015ah	Customer Survey Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-015ai	Key Stakeholders Survey Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 501-015aj	Review of Assignment Checklist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 501-015ak	Action Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-015b	File Header Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-015c	Assignment Control Form For The Preparation Of A Business Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-015d	Information Required From Client In Relation To The Preparation Of A Business Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-015e	Quotation Form Re Business Plan - Landscape	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-015f	Work Programme Timetable For The Preparation Of A Business Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-015g	Letter State Government Subsidy Re Business Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-015i	Letter No Subsidy Re Business Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-015j	Letter To Accountant Re Business Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-015k	Letter To State Government Re Subsidy Application	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-015m	Letter Confirming Government Subsidy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-015n	Letter Confirming Work Programme Timetable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-015o	First Progress Claim Invoice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-015p	Letter With Business Plan Questionnaire	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-015q	Working Paper File Index	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-015r	Record Of Client Data Received	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-015s	Second Progress Claim Invoice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-015t	Letter Of Acknowledgement Receipt Of Data	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-015u	Letter To Client With Draft Business Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-015v	Letter To Accountant With Draft Business Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-015w	Third Progress Claim Invoice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-015x	Letter To Client With Final Business Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-015y	Final Progress Claim Invoice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form 502-015z	Letter To Department Enclosing Documents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Form 550-040a	The Next Level Business Growth Method	☑	☑	☑	☒
Form 550-040b	Introduction to MasterClass Business Growth Series	☑	☑	☑	☒
Form 550-040c	Selling Made Simple	☑	☑	☑	☒
Form 550-040d	Selling Skills Course - High Performance Selling	☑	☑	☑	☒
Form 550-040e	Sample Brochure	☑	☑	☑	☒
Form 570-033a	Debtors System Checklist	☑	☑	☒	☒
Form 570-033b	Letter Declining Credit Application	☑	☑	☒	☒
Form 570-033c	Customer Application Due Diligence	☑	☑	☒	☒
Form 570-033d	Debtors System Staff Training	☑	☑	☒	☒
Form 570-036	Business Evaluation Workshop - Excel Spreadsheet	☑	☑	☑	☒
Form 570-050a	Personal Property Securities Register - Sample Letter	☑	☑	☒	☒
Form 900-003a	Leadership Survey Form	☑	☑	☑	☒
Form 900-003b	Leadership Development Evaluation Survey Questionnaire Summary of Responses	☑	☑	☑	☒
Form 900-007a	Leadership Model and Checklist	☑	☑	☑	☒
Form 900-007b	Leadership Evaluation Record	☑	☑	☑	☒
Form 900-009a	Leadership Model and Checklist	☑	☑	☑	☒
Form 900-009b	Leadership Evaluation Record	☑	☑	☑	☒
Form 900-016a	Coaching Tips	☑	☑	☒	☒
Form 900-017a	Coaching Tips	☑	☑	☒	☒
Form 900-018a	Delegation Task Project Control Sheet	☑	☑	☒	☒
Form 900-019a	Delegation Task Project Control Sheet	☑	☑	☒	☒
Form CS0001-00	General Hints on the Presentation of a Seminar	☑	☑	☑	☒
Form CS0001-01	Explanation Of Checklist	☑	☑	☑	☒
Form CS0001-02	Seminar Checklist	☑	☑	☑	☒
Form CS0001-03	Multiple Seminars Registration	☑	☑	☑	☒
Form CS0001-04	Multiple Seminars Registration Letter	☑	☑	☑	☒
Form CS0001-05	Seminar Registration Letter	☑	☑	☑	☒
Form CS0001-10	Venue Booking Letter	☑	☑	☑	☒
Form CS0001-20	Invitation To Key Note Speaker	☑	☑	☑	☒
Form CS0001-30	Complimentary Invitation	☑	☑	☑	☒
Form CS0001-40	Seminar Attendees List	☑	☑	☑	☒
Form CS0001-50	Seminar Attendees General Evaluation	☑	☑	☑	☒
Form CS0001-70	Seminar Report General Evaluation	☑	☑	☑	☒
Form CS0001-80	Thank You Letter To Key Note Speaker	☑	☑	☑	☒
Form CS0500-00	Features	☑	☑	☑	☒
Form CS0500-01	Contents	☑	☑	☑	☒
Form CS0500-02	Suggested Timetable With Times	☑	☑	☑	☒
Form CS0500-03	Timetable Without Times	☑	☑	☑	☒
Form CS0500-04	Invitation	☑	☑	☑	☒
Form CS0500-05	Seminar Registration Form	☑	☑	☑	☒
Form CS0500-06	News Release	☑	☑	☑	☒
Form CS0500-07	Individual Paper Evaluation Form	☑	☑	☑	☒
Form CS0500-08	Seminar Report	☑	☑	☑	☒
Form CS0500-09	Advertisement	☑	☑	☑	☒
Form CS0500-10	Email Broadcast	☑	☑	☑	☒
Form CS0510-00	Features	☑	☑	☒	☒
Form CS0510-01	Contents	☑	☑	☒	☒
Form CS0510-02	Suggested Timetable With Times	☑	☑	☒	☒
Form CS0510-03	Timetable Without Times	☑	☑	☒	☒
Form CS0510-04	Invitation	☑	☑	☒	☒
Form CS0510-05	Seminar Registration Form	☑	☑	☒	☒
Form CS0510-06	News Release	☑	☑	☒	☒
Form CS0510-07	Individual Paper Evaluation Form	☑	☑	☒	☒
Form CS0510-08	Seminar Report	☑	☑	☒	☒
Form CS0510-09	Advertisement	☑	☑	☒	☒
Form CS0510-10	Email Broadcast	☑	☑	☒	☒
Form CS0520-00	Features	☑	☑	☒	☒
Form CS0520-01	Contents	☑	☑	☒	☒
Form CS0520-02	Suggested Timetable With Times	☑	☑	☒	☒
Form CS0520-03	Timetable Without Times	☑	☑	☒	☒
Form CS0520-04	Invitation	☑	☑	☒	☒
Form CS0520-05	Seminar Registration Form	☑	☑	☒	☒
Form CS0520-06	News Release	☑	☑	☒	☒
Form CS0520-07	Individual Paper Evaluation Form	☑	☑	☒	☒
Form CS0520-08	Seminar Report	☑	☑	☒	☒
Form CS0520-09	Advertisement	☑	☑	☒	☒
Form CS0520-10	Email Broadcast	☑	☑	☒	☒
Form CS0530-00	Features	☑	☑	☒	☒
Form CS0530-01	Contents	☑	☑	☒	☒
Form CS0530-02	Suggested Timetable With Times	☑	☑	☒	☒
Form CS0530-03	Timetable Without Times	☑	☑	☒	☒
Form CS0530-04	Invitation	☑	☑	☒	☒

Form CS0530-05	Seminar Registration Form	☑	☑	☒	☒
Form CS0530-06	News Release	☑	☑	☒	☒
Form CS0530-07	Individual Paper Evaluation Form	☑	☑	☒	☒
Form CS0530-08	Seminar Report	☑	☑	☒	☒
Form CS0530-09	Advertisement	☑	☑	☒	☒
Form CS0530-10	Email Broadcast	☑	☑	☒	☒
Form CS0540-00	Features	☑	☑	☒	☒
Form CS0540-01	Contents	☑	☑	☒	☒
Form CS0540-02	Suggested Timetable With Times	☑	☑	☒	☒
Form CS0540-03	Timetable Without Times	☑	☑	☒	☒
Form CS0540-04	Invitation	☑	☑	☒	☒
Form CS0540-05	Seminar Registration Form	☑	☑	☒	☒
Form CS0540-06	News Release	☑	☑	☒	☒
Form CS0540-07	Individual Paper Evaluation Form	☑	☑	☒	☒
Form CS0540-08	Seminar Report	☑	☑	☒	☒
Form CS0540-09	Advertisement	☑	☑	☒	☒
Form CS0540-10	Email Broadcast	☑	☑	☒	☒
Form CS0550-00	Features	☑	☑	☒	☒
Form CS0550-01	Contents	☑	☑	☒	☒
Form CS0550-02	Suggested Timetable With Times	☑	☑	☒	☒
Form CS0550-03	Timetable Without Times	☑	☑	☒	☒
Form CS0550-04	Invitation	☑	☑	☒	☒
Form CS0550-05	Seminar Registration Form	☑	☑	☒	☒
Form CS0550-06	News Release	☑	☑	☒	☒
Form CS0550-07	Individual Paper Evaluation Form	☑	☑	☒	☒
Form CS0550-08	Seminar Report	☑	☑	☒	☒
Form CS0550-09	Advertisement	☑	☑	☒	☒
Form CS0550-10	Email Broadcast	☑	☑	☒	☒
Form CS0560-00	Features	☑	☑	☒	☒
Form CS0560-01	Contents	☑	☑	☒	☒
Form CS0560-02	Suggested Timetable With Times	☑	☑	☒	☒
Form CS0560-03	Timetable Without Times	☑	☑	☒	☒
Form CS0560-04	Invitation	☑	☑	☒	☒
Form CS0560-05	Seminar Registration Form	☑	☑	☒	☒
Form CS0560-06	News Release	☑	☑	☒	☒
Form CS0560-07	Individual Paper Evaluation Form	☑	☑	☒	☒
Form CS0560-08	Seminar Report	☑	☑	☒	☒
Form CS0560-09	Advertisement	☑	☑	☒	☒
Form CS0560-10	Email Broadcast	☑	☑	☒	☒
Form CS0570-00	Features	☑	☑	☒	☒
Form CS0570-01	Contents	☑	☑	☒	☒
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Form CS0570-03	Timetable Without Times	☑	☑	☒	☒
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Form CS0590-08	Seminar Report	☑	☑	☒	☒
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Form CS1090-10	Email Broadcast	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Form CS1100-01	Contents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Form CS1100-02	Suggested Timetable With Times	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Form CS1100-03	Timetable Without Times	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Form CS1100-04	Invitation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Form CS1100-05	Seminar Registration Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Form CS1100-06	News Release	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Form CS1100-07	Individual Paper Evaluation Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Form CS1100-09	Advertisement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Form CS1110-06	News Release	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Form CS1110-07	Individual Paper Evaluation Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Form CS1110-08	Seminar Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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