



570-042	Business Planning Consultancy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
570-044	Buying a Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
570-045	Selling a Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
570-046	Identifying Grants and Incentives	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
570-050	PPSR Advising Clients on a System	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
570-051	Early Stage Innovation Company	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
570-060	Business Health Check - Pharmacies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
570-061	Business Health Check - Road Transport Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
570-062	Business Health Check - Supermarkets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
570-063	Business Health Check - Clothing Retailer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
570-064	Business Health Check - Commercial Building Industry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	<b>1 Issue</b>
4 x A4 pages of editorials and topics relevant to SMEs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>1 Issue</b>
Papers supporting topics covered in the issue of Business Plus+	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>1 Issue</b>

#### **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 Budgeting 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	✓	✓	✓	✗
<b>Section 001</b>	<b>Beginning in Business</b>				
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	✓	✓	✓	✗
<b>Section 002</b>	<b>Bookkeeping Systems</b>				
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	✓	✓	✓	✓
<b>Section 003</b>	<b>Business Entities</b>				
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	✓	✓	✓	✗
<b>Section 004</b>	<b>Business Systems</b>				
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	✓	✓	✓	✓
005-002	Ratio Analysis	✓	✓	✓	✗
005-003	Working Capital Control	✓	✓	✓	✗
005-005	Sundry Debtors	✓	✓	✓	✗
005-010	Work In Progress	✓	✓	✓	✗
005-011	Stock Management	✓	✓	✓	✗
005-015	Trading And Profit And Loss Statement	✓	✓	✓	✗
005-016	Trading And Profit And Loss Statement Ratio Analysis	✓	✓	✓	✗
005-025	Balance Sheet	✓	✓	✓	✗
005-026	Balance Sheet Ratio Analysis	✓	✓	✓	✗
005-030	Statement Of Source And Application Of Funds	✓	✓	✓	✗
005-033	Interpretation Of Financial Accounts	✓	✓	✓	✗
005-035	Budget And Cashflow Forecasts	✓	✓	✓	✗
005-036	Cashflow Management for SMEs	✓	✓	✓	✗
005-050	Management Departmentalised Accounts	✓	✓	✓	✗
005-051	Profit Centres For Owned Premises	✓	✓	✓	✗
005-060	Sundry Creditors	✓	✓	✓	✗
005-080	Bank Account	✓	✓	✓	✗
005-090	Loans	✓	✓	✓	✗
005-091	Hire Purchase Agreements	✓	✓	✓	✗
005-092	Leases	✓	✓	✓	✗
005-093	WorkCover	✓	✓	✓	✗
005-095	Provision For Personal Leave Pay	✓	✓	✓	✗
005-096	Provision for Long Service Leave	✓	✓	✓	✗

**Section 006****Operating A Successful Business**

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

**Section 007****Media**

007-001	Creating Effective Media Relations	✓	✓	✓	✗
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**Section 008****Marketing**

008-001	Marketing An Overview	✓	✓	✓	✗
008-005	Marketing Yourself Key Points	✓	✓	✓	✗
008-010	Direct Marketing	✓	✓	✓	✗
008-040	Marketing For Small Business	✓	✓	✓	✗
008-050	Development Of A Marketing Plan	✓	✓	✓	✗
008-060	Sponsorship	✓	✓	✓	✗

**Section 009****Business Planning**

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

**Section 010****Family Businesses**

010-001	Family Businesses What Are They?	✓	✓	✓	✓
010-005	Family Businesses Making Them Work	✓	✓	✓	✗
010-006	Planning The Family Business	✓	✓	✓	✗
010-007	Family In The Business	✓	✓	✓	✗

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"/>

<b>Section 011</b>					
<b>Banks and Financiers</b>					
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"/>

<b>Section 012</b>					
<b>Taxation</b>					
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"/>

<b>Section 013</b>					
<b>Corporate Governance</b>					
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"/>

<b>Section 014</b>					
<b>Australian Government Grants &amp; Assistance</b>					
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"/>
014-015	Industry Capability Network	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	☑	☑	☒	☒
014-055	Certain Inputs to Manufacture Program	☑	☑	☒	☒
014-090	Australian Bureau of Statistics	☑	☑	☒	☒
014-091	Community Support Programme	☑	☑	☒	☒
014-093	National Science Week Grant	☑	☑	☒	☒
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	☑	☑	☒	☒
014-160	Rural Procedural Grants Program (RPGP)	☑	☑	☒	☒
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
014-210	Screen Australia - Documentaries - Documentary Development	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
014-211	Screen Australia - Drama Production - Features	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
014-212	Screen Australia - Television and Online - Children's Program Production	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
014-213	Screen Australia - Television and Online - Production - General Drama Production	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
014-214	Screen Australia - Feature Films - Multiplatform Drama Production	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
014-215	Screen Australia - Documentaries - Documentary Broadcast Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
014-216	Screen Australia - Indigenous Practitioner Support - Internships	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
014-217	Screen Australia - Feature Films - Story Development	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
014-218	Screen Australia - Feature Films - Matched Marketplace Development	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
014-219	Screen Australia - Indigenous - Production - Documentary Production - Social Impact	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
014-220	Screen Australia - Feature Films - Development - Family Films Initiative	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
014-221	Screen Australia - Industry and Audience Development - Talent+	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
014-222	Screen Australia - Industry and Audience Development - Events Partnerships	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
014-223	Screen Australia - Distribution Support - P&A Plus	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
014-224	Contemporary Music Touring Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
014-225	Screen Australia - Feature Films - Feature Production - Letter of Interest	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
014-226	Screen Australia - Feature Films - International Marketing Support - Producers Lab Toronto	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
014-227	Screen Australia - Television and Online - Story Development	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
014-228	Screen Australia - Television and Online - Production - Multiplatform Drama Production	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
014-229	Screen Australia - Documentaries - Documentary Producer Equity Program (PEP)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
014-230	Screen Australia - Indigenous - Next Step - Indigenous Screen Business Fellowship	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
014-231	Playing Australia - Regional Performing Arts Touring Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Section 015</b>		<b>Exporting</b>			
015-001	Exporting Overview	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
015-030	Austrade	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
015-070	Export Finance Insurance Corporation (EFIC) Overview	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>Section 016</b>		<b>Legal</b>			
016-001	What Legal Advisors Can Do For You?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

<b>Section 018</b>		<b>Customers</b>			
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"/>

<b>Section 019</b>		<b>Business Income</b>			
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"/>

<b>Section 020</b>		<b>Goods and Services Tax</b>			
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"/>

<b>Section 023</b>	<b>Advertising</b>				
023-001	Advertising - An Overview	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Section 024</b>	<b>Insurance</b>				
024-001	Insurance - An Overview	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>Section 025</b>	<b>Time Management</b>				
025-001	Managing Your Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>Section 026</b>	<b>Superannuation</b>				
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"/>

<b>Section 027</b>	<b>Job Descriptions</b>				
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"/>

<b>Section 029</b>	<b>Risk Management</b>				
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	Commercial 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"/>

<b>Section 030</b>	<b>Computer In Business</b>				
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"/>

<b>Section 036</b>	<b>Selling A Business</b>				
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"/>

<b>Section 037</b>	<b>Business Overhead Costs</b>				
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"/>

<b>Section 038</b>	<b>Networking</b>				
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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"/>
<b>Section 040</b>					
<b>Investment Readiness</b>					
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"/>
<b>Section 041</b>					
<b>Due Diligence</b>					
041-020	Due Diligence Checklist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 042</b>					
<b>Company Valuations</b>					
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"/>
<b>Section 050</b>					
<b>Succession Planning</b>					
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"/>
<b>Section 051</b>					
<b>Personal Property Securities Register</b>					
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"/>
<b>Section 055</b>					
055-010	Who Is Your Sales Person?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Section 060</b>					
<b>Coal Industry</b>					
060-010	Coal Industry Grants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Section 61</b>					
<b>Australian Govt Support For Employee</b>					
061-005	Trade Support Loans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 140</b>					
<b>State &amp; Territory Government Grants</b>					
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"/>
<b>Section 141</b>					
<b>Govt Grants and Assistance - Queensland</b>					
141-001	Advance Queensland - Women's Academic Fund - Carer Funding	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
141-101	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	✓	✓	✓	✗
141-504	Advance Queensland - Young Starters Fund	✓	✓	✓	✗
141-505	Business Development Fund - Queensland	✓	✓	✗	✗
141-506	Home-Based Business Grants Program - Queensland	✓	✓	✓	✗
141-507	Mentoring for Growth - Queensland	✓	✓	✓	✗
141-508	Advance Queensland - Startup Events and Activities Funding	✓	✓	✗	✗
141-509	Small Business Innovation Connections	✓	✓	✗	✗
141-510	Advance Queensland Startup Attraction - Hot DesQ	✓	✓	✗	✗
141-511	Small Business Digital Grants Program - Queensland	✓	✓	✗	✗
141-512	Accelerate Small Business Grants - Queensland	✓	✓	✗	✗
141-513	Small Business Entrepreneur Grants Program	✓	✓	✗	✗
141-601	Advance Queensland - Aboriginal & Torres Strait Islander PhD Scholarship	✓	✓	✓	✗
141-602	Advance Queensland - Aboriginal & Torres Strait Islander Research Fellowship	✓	✓	✓	✗
141-603	Advance Queensland - PhD Scholarship	✓	✓	✗	✗
141-604	Advance Queensland - Research Fellowship	✓	✓	✗	✗
141-605	School Bus Upgrade Scheme Queensland	✓	✓	✗	✗
141-801	Drought Assistance Concessional Loans Scheme Queensland	✓	✓	✓	✗
141-802	Drought Relief Assistance Scheme (DRAS) Queensland	✓	✓	✓	✗
141-803	Natural Disaster Assistance for Primary Producers - Qld Loans	✓	✓	✓	✗
141-901	Queensland Destination Events Program	✓	✓	✓	✗
141-410	Strategic Opportunities Program - NSW	✓	✓	✓	✗

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

142-002	Jobs Action Plan - Fresh Start Support - New South Wales	✓	✓	✓	✗
142-003	Jobs Action Plan - New South Wales	✓	✓	✓	✗
142-004	Small Business Grant - NSW	✓	✓	✓	✗
142-005	Work Cover NSW Small Business Rebate	✓	✓	✓	✗
142-101	Australian Technology Showcase (NSW)	✓	✓	✗	✗
142-102	Innovate NSW - Collaborative Solutions	✓	✓	✗	✗
142-103	Minimum Viable Product Program - NSW	✓	✓	✗	✗
142-104	Regional Industries Investment Fund - NSW	✓	✓	✓	✗
142-201	Clinical Orientation (Training) Grant - NSW	✓	✓	✗	✗
142-202	Continuing Professional Development Vouchers - Medical GPs - NSW	✓	✓	✗	✗
142-203	Transition Grants - Medical GPs - NSW	✓	✓	✓	✗
142-301	Farm Innovation Fund - New South Wales	✓	✓	✓	✗
142-401	NSW Writer's Fellowship (Early Career)	✓	✓	✗	✗
142-402	Screen NSW Advanced Development	✓	✓	✗	✗
142-403	Screen NSW Early Development	✓	✓	✗	✗
142-404	Screen NSW Slate Development Loan	✓	✓	✓	✗
142-405	Screen NSW Loan Facilities - Short Term Minor Cashflow Loans	✓	✓	✓	✗
142-406	Quick Response Grants - New South Wales	✓	✓	✗	✗
142-407	Regional Filming Fund - New South Wales	✓	✓	✗	✗
142-408	Screen NSW - NSW Film & Television Industry Attraction Program	✓	✓	✗	✗
142-409	Screen NSW - Production Finance Fund	✓	✓	✗	✗
142-410	Strategic Opportunities Program - New South Wales	✓	✓	✓	✗
142-501	Bin Trim Rebates Program - New South Wales	✓	✓	✓	✗
142-502	TechVoucher Program - NSW	✓	✓	✓	✗
142-701	Emergency Works Project - NSW	✓	✓	✗	✗
142-702	Hunter Region Heritage Grants program - NSW	✓	✓	✗	✗
142-801	Natural Disaster Relief Scheme - NSW Primary Producers - Loans	✓	✓	✗	✗
142-802	Natural Disaster Relief Scheme - NSW Small Business - Loans	✓	✓	✗	✗
142-803	Transport Subsidy in Response To A Declared Natural Disaster - NSW	✓	✓	✗	✗
142-901	Aboriginal Heritage Places Program NSW	✓	✓	✗	✗
142-902	Community Youth & Seniors Heritage Program NSW	✓	✓	✗	✗
142-903	Regional Visitor Economy Fund - Contestable Fund - New South Wales	✓	✓	✗	✗
142-904	Regional Visitor Economy Fund - Quarantined Fund - New South Wales	✓	✓	✗	✗
142-905	NSW Heritage Grants - Major Works	✓	✓	✗	✗
142-906	NSW Heritage Grants - Heritage Reports	✓	✓	✗	✗

**Section 143**      **State & Territory Government Grants and Assistance - Victoria**

143-001	Back to Work - Victoria	✓	✓	✓	✗
143-002	Stronger Regional Communities Plan - Victoria	✓	✓	✗	✗
143-101	Future Industries Fund - Manufacturing Program - Victoria	✓	✓	✓	✗
143-102	Trade Mission Assistance Program - VIC	✓	✓	✓	✗
143-103	Victoria-Israel Science and Technology Research & Development Program - VIC	✓	✓	✗	✗
143-104	Victoria-Israel Trade and International Partnering (VISTRIP) - VIC	✓	✓	✗	✗
143-105	Local Industry Fund for Transition - Victoria	✓	✓	✗	✗
143-106	Automotive Supply Chain Transition Program - Victoria	✓	✓	✗	✗
143-401	Film Victoria - International Travel - Business	✓	✓	✓	✗
143-402	Film Victoria - Documentary Development	✓	✓	✓	✗
143-403	Film Victoria - Assigned Production Investment - Film and Television	✓	✓	✓	✗
143-404	Film Victoria - PIAF - Post Production, Digital & Visual Effects	✓	✓	✓	✗



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"/>
146-501	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"/>
147-801	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"/>
148-501	Business Growth - Business Employment Solutions - 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"/>

**Section 151**      **Retail (Non Food) Industries**

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**      **Food (Retail) Industries**

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**      **Building Industries**

153-003	Building Industries Specific GST Issues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Section 154**      **Construction & Development Industries**

154-003	Construction And Development Industries Specific GST Issues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Section 155**      **Farming Industries**

155-003	Farming Industries Specific GST Issues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Section 156**      **Hotels & Motels Industries**

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"/>

<b>Section 157</b>	<b>Tourism Industries</b>				
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"/>
<b>Section 158</b>	<b>Motor Vehicle Industries</b>				
158-003	Motor Vehicle Industries Specific GST Issues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 160</b>	<b>Service Industries</b>				
160-003	Service Industries Specific GST Issues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 165</b>	<b>Trades Industries</b>				
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"/>
<b>Section 170</b>	<b>Manufacturing Industries</b>				
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"/>
<b>Section 210</b>	<b>Professions</b>				
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"/>
<b>Section 251</b>	<b>Not For Profit Organisations</b>				
251-003	Not For Profit Organisations Specific GST Issues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 270</b>	<b>Consumers</b>				
270-003	Consumers Specific GST Issues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 495</b>	<b>Improving Your Bottom Line</b>				
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"/>
<b>Section 500</b>	<b>Accountancy Business Development</b>				
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"/>
<b>Section 501</b>	<b>Accountancy Business Training Program</b>				
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"/>
<b>Section 502</b>	<b>Accountancy Business Development Activities</b>				
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"/>
<b>Section 550</b>	<b>Accountancy Business Coaching</b>				

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 checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/>
Form 001-060a	Weekly Performance Estimate Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 001-060b	Weekly Performance Statistics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 001-070	Purchasing A Business Checklist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-003a	Cash Payments Cycle Flow Chart	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-003b	Order Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-003c	Internal Authorisation Stamp	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-003d	Adjustment Note	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-003e	Adjustment Note	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-003f	Payment Remittance Advice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-003g	Cross Referencing Cash Payments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-003h	Cash Payment Book Headings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-003i	Writing Up Cash Payments Book	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>
Form 002-003k	Cash Payment Book Totalling Of Columns	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-004a(a)	Purchase Order Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-004a(b)	Purchase Order Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-004b	Return Note Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-004c(a)	Cheque Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-004c(b)	Cheque Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-004d(a)	Remittance Advice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-004d(b)	Remittance Advice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-004e	Cash Payments Book	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-004f	Purchase Order Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-004g	Purchase Order Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-004h	Return Note	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-004i	Remittance Advice - Answer to Exercise 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>
Form 002-004k	Remittance Advice - Answer to Exercise 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-004l	Payment to Tropical Liquor Merchants - Answer to Exercise 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-004m	Solution to Cash Payments Exercise - Exercise 4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-020a	Petty Cashflow Chart	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-020b	Petty Cash Voucher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-020c	Cheque for Establishment of Petty Cash Float	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-020d	Cash Payments Book - Treatment to Establish Petty Cash Float	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-020e	Petty Cash Book - Showing Treatment to Establish Petty Cash Float	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-020f	Petty Cash Vouchers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-020g	Petty Cash Book with Actual Transactions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-020h	Reimbursement Cheque - For Actual Petty Cash Expenditure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-020i	Cash Payments Book - Recording the Reimbursement Cheque	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-020j	Sample of a Petty Cash Book	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-021a	Cash Payments Book	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-021b	Petty Cash Book	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-021c	Solution to Petty Cash Exercise - Cash Payments Book	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-021d	Solution to Petty Cash Exercise - Petty Cash Book	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-029a	Property Ownership Summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-030a	Plant Record Card	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-030b	Assets Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-036a	Tax Invoice Under \$1000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-036b	Adjustment Note	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-036c	Credit Sales And Debtors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-036d	Debtors Aged Analysis Sample	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-036e	Completed Tax Invoice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-036f	Completed Sales Journal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-036g	Completed Transactions Comprising Sales Journal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-036h	Completed Transactions Comprising Tax Invoice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-036i	Completed Transactions Comprising Tax Invoice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-036j	Completed Transactions Comprising Debtors Statement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-036k	Delivery Docket	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-036l	Debtors Ledger	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-036m	Adjustment Note	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-036n	Sample Sundry Debtors Aged Analysis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-036o	Sample Sundry Debtors Reconciliation Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 002-040a	Cash Sales Process Flowchart	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



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 Equivalents	☑	☑	☒	☒
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	☑	☑	☑	☒
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Form CS0550-01	Contents	☑	☑	☒	☒
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