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Embracing The New Tax System

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Introduction

The New Tax System

Prelude

- Recognise The New Tax System
- Quote an Australian Business Number
- Complete a Business Activity Statement
- Pay or collect goods and services tax
- Prepare tax invoices and adjustment notes
- Claim input tax credits
- Withhold income tax
- Maintain adequate records

Workplace Environment

Module 1

- Classify business activities
- Achieve organisational goals and objectives
- Interpret business terminology
- Distinguish between public and private organisations
- Identify how business is funded
- Recognise the organisational structure of a business
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- Measure standards of work performance
- Recognise equal opportunity and human rights practices
- Be aware of industrial relations policies
- Adapt to change in the workplace

Workplace Effectiveness

Module 2

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- Participate effectively in work teams
- Become an effective team leader

Office Role and Function

Module 3

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- Identify the role of workplace health and safety legislation
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