

Training package details



BSB - Business Services Training Package

Summary

Releases:

Release	Status	Release date	Approval process
8.0	Current	2022/01/25	Endorsement date: 2021/11/17
7.2	Replaced	2021/07/23	Minor upgrade (Approval date: 2021/07/23)
7.1	Replaced	2021/02/12	Minor upgrade (Approval date: 2021/02/12)
7.0	Replaced	2020/10/19	Endorsement date: 2020/08/12
6.1	Replaced	2020/07/07	Minor upgrade (Approval date: 2020/07/02)
6.0	Replaced	2020/02/28	Endorsement date: 2019/12/03
5.0	Replaced	2019/08/30	Endorsement date: 2019/06/05
4.0	Replaced	2019/02/21	Endorsement date: 2018/12/04
3.0	Replaced	2018/09/27	Endorsement date: 2018/06/05
2.0	Replaced	2016/01/14	Endorsement date: 2015/10/12
1.2	Replaced	2015/06/19	Minor upgrade (Approval date: 2015/06/19)
1.1	Replaced	2015/04/09	Minor upgrade (Approval date: 2015/04/09)
1.0	Replaced	2015/03/25	Endorsement date: 2015/03/06

Usage recommendation: **Current**

Training Package Developer

Organisation: **Future Skills Organisation**

Web address: <https://www.futureskillsorganisation.com.au/>

Mapping information

Mapping	Notes	Date
Supersedes BSB07 - Business Services Training Package		2015/03/25

Training package components

Qualifications

Code	Title	Usage	Release
BSB10120	Certificate I in Workplace Skills	Current	1
BSB20120	Certificate II in Workplace Skills	Current	2
BSB30120	Certificate III in Business	Current	1
BSB30220	Certificate III in Entrepreneurship and New Business	Current	1
BSB30320	Certificate III in Legal Services	Current	1
BSB30420	Certificate III in Library and Information Services	Current	1
BSB30719	Certificate III in Work Health and Safety	Current	3
BSB40120	Certificate IV in Business	Current	1
BSB40220	Certificate IV in Aboriginal and Torres Strait Islander Governance	Superseded	1
BSB40320	Certificate IV in Entrepreneurship and New Business	Current	1
BSB40420	Certificate IV in Human Resource Management	Current	1
BSB40520	Certificate IV in Leadership and Management	Current	3
BSB40620	Certificate IV in Legal Services	Current	2

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Code	Title	Usage	Release
BSB40720	Certificate IV in Library and Information Services	Current	1
BSB40820	Certificate IV in Marketing and Communication	Current	1
BSB40920	Certificate IV in Project Management Practice	Current	1
BSB41419	Certificate IV in Work Health and Safety	Current	2
BSB50120	Diploma of Business	Current	1
BSB50220	Diploma of Aboriginal and Torres Strait Islander Governance	Superseded	1
BSB50320	Diploma of Human Resource Management	Current	1
BSB50420	Diploma of Leadership and Management	Current	2
BSB50520	Diploma of Library and Information Services	Current	1
BSB50620	Diploma of Marketing and Communication	Current	1
BSB50720	Diploma of Paralegal Services	Current	1
BSB50820	Diploma of Project Management	Current	1
BSB50920	Diploma of Quality Auditing	Current	2
BSB51319	Diploma of Work Health and Safety	Current	3
BSB60120	Advanced Diploma of Business	Current	1
BSB60220	Advanced Diploma of Conveyancing	Current	1
BSB60320	Advanced Diploma of Human Resource Management	Current	1
BSB60420	Advanced Diploma of Leadership and Management	Current	1
BSB60520	Advanced Diploma of Marketing and Communication	Current	1
BSB60619	Advanced Diploma of Work Health and Safety	Current	2
BSB60720	Advanced Diploma of Program Management	Current	1
BSB80120	Graduate Diploma of Management (Learning)	Current	1
BSB80220	Graduate Diploma of Portfolio Management	Current	1
BSB80320	Graduate Diploma of Strategic Leadership	Current	1

Skill sets

Code	Title	Release
BSBSS00120	Administrative Assistant Skill Set	1
BSBSS00110	Business Development Skill Set	1
BSBSS00101	Business Operations Management Skill Set	1
BSBSS00100	Business Operations Support Skill Set	1
BSBSS00116	Campaign Management Skill Set	1
BSBSS00091	Capture and Present Big Data Skill Set	1
BSBSS00099	Communications and Public Relations Foundations Skill Set	1
BSBSS00122	Compliance Skill Set	1
BSBSS00126	Contact Centre Skill Set	1
BSBSS00127	Contact Centre Team Manager Skill Set	1
BSBSS00115	Copyright Management Skill Set	1
BSBSS00095	Cross-Sector Infection Control Skill Set	1
BSBSS00129	Cross-Sector Mental Health and Organisational Disruption Skill Set	1
BSBSS00119	Customer Service Skill Set	1
BSBSS00094	Cyber Security Awareness Skill Set	2
BSBSS00093	Cyber Security Threat Assessment and Risk Management Skill Set	1

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Code	Title	Release
BSBSS00113	Digital Business Administration Skill Set	1
BSBSS00117	Diversity and Inclusion Skill Set	1
BSBSS00111	Human Resources Advisor Skill Set	1
BSBSS00105	Human Resources Foundations Skill Set	1
BSBSS00097	Innovation Leadership Skill Set	1
BSBSS00096	Innovation Practice Skill Set	1
BSBSS00106	Introduction to Paralegal Services Skill Set	1
BSBSS00109	Introduction to Team Management Skill Set	1
BSBSS00128	Lead Auditor Skill Set	1
BSBSS00092	Manage Big Data Skill Set	1
BSBSS00107	Marketing and Communication Foundations Skill Set	1
BSBSS00108	Marketing and Communication Skill Set	1
BSBSS00098	Marketing Foundations Skill Set	1
BSBSS00121	Medical Administration Skill Set	1
BSBSS00102	Micro Business Skill Set	1
BSBSS00103	New Business Ventures Skill Set	1
BSBSS00114	Organisational Governance Skill Set	1
BSBSS00118	Procurement Manager Skill Set	1
BSBSS00123	Records and Information Management Skill Set	1
BSBSS00104	Small Business Management Skill Set	1
BSBSS00125	Workplace Foundations Skill Set	1
BSBSS00124	Workplace IT Foundations Skill Set	1
BSBSS00112	Workplace Technology Skill Set	1

Units of competency

Code	Title	Usage	Release
BSBATSIC411	Communicate with the community	Superseded	1
BSBATSIC412	Maintain and protect cultural values in the organisation	Superseded	1
BSBATSIC511	Plan and conduct a community meeting	Superseded	1
BSBATSIL408	Manage a board meeting	Superseded	1
BSBATSIL411	Undertake the roles and responsibilities of a board member	Superseded	1
BSBATSIL412	Participate effectively as a board member	Superseded	1
BSBATSIL413	Review and apply the constitution	Superseded	1
BSBATSIL503	Manage conflict	Superseded	1
BSBATSIL510	Appoint and work with a manager	Superseded	1
BSBATSIL511	Lead the organisation's strategic planning cycle	Superseded	1
BSBATSIL512	Be a leader in the community	Superseded	1
BSBATSIM412	Implement a businesslike approach	Superseded	1
BSBATSIM414	Oversee the organisation's annual budget	Superseded	1
BSBATSIM416	Oversee organisational planning	Superseded	1
BSBATSIM417	Implement organisational plans	Superseded	1
BSBATSIM418	Oversee financial management	Superseded	1
BSBATSIM419	Contribute to the development and implementation of organisational policies	Superseded	2

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Code	Title	Usage	Release
BSBATSIM420	Oversee asset management	Superseded	1
BSBATSIM421	Support a positive and culturally appropriate workplace culture	Superseded	1
BSBATSIM505	Control organisational finances	Superseded	1
BSBATSIM506	Develop employment policies	Superseded	1
BSBATSIM511	Develop enterprise opportunities	Superseded	1
BSBATSIM514	Recruit and induct staff	Superseded	1
BSBATSIM416	Obtain and manage consultancy services	Superseded	1
BSBATSIM417	Select and use technology	Superseded	1
BSBATSIM514	Represent your organisation	Superseded	1
BSBATSIM515	Secure funding	Superseded	1
BSBAUD411	Participate in quality audits	Current	1
BSBAUD412	Work within compliance frameworks	Current	1
BSBAUD511	Initiate quality audits	Current	1
BSBAUD512	Lead quality audits	Current	1
BSBAUD513	Report on quality audits	Current	1
BSBAUD514	Interpret compliance requirements	Current	1
BSBAUD515	Evaluate and review compliance	Current	1
BSBAUD516	Develop and monitor processes for the management of breaches in compliance requirements	Current	1
BSBAUD601	Establish and manage compliance management systems	Current	1
BSBCMM211	Apply communication skills	Current	1
BSBCMM411	Make presentations	Current	1
BSBCMM412	Lead difficult conversations	Current	1
BSBCMM511	Communicate with influence	Current	1
BSBCNV511	Take instructions in relation to a conveyancing transaction	Current	1
BSBCNV512	Finalise the conveyancing transaction	Current	1
BSBCNV611	Interpret a legal document and provide advice in a conveyancing transaction	Current	1
BSBCNV612	Identify and apply legal requirements for a conveyancing transaction	Current	1
BSBCNV613	Prepare legal documents for a conveyancing transaction	Current	1
BSBCNV614	Apply principles of trust accounting	Current	1
BSBCNV615	Interpret search results for a conveyancing transaction	Current	1
BSBCNV616	Comply with tax obligations in a conveyancing transaction	Current	1
BSBCRT201	Develop and apply thinking and problem solving skills	Current	1
BSBCRT311	Apply critical thinking skills in a team environment	Current	1
BSBCRT411	Apply critical thinking to work practices	Current	1
BSBCRT412	Articulate, present and debate ideas	Current	1
BSBCRT413	Collaborate in creative processes	Current	1
BSBCRT511	Develop critical thinking in others	Current	1
BSBCRT512	Originate and develop concepts	Current	1
BSBCRT611	Apply critical thinking for complex problem solving	Current	1
BSBDAT201	Collect and record data	Current	1
BSBDAT501	Analyse data	Current	1
BSBESB301	Investigate business opportunities	Current	1

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Code	Title	Usage	Release
BSBESB302	Develop and present business proposals	Current	1
BSBESB303	Organise finances for new business ventures	Current	1
BSBESB304	Determine resource requirements for new business ventures	Current	1
BSBESB305	Address compliance requirements for new business ventures	Current	1
BSBESB401	Research and develop business plans	Current	1
BSBESB402	Establish legal and risk management requirements of new business ventures	Current	1
BSBESB403	Plan finances for new business ventures	Current	1
BSBESB404	Market new business ventures	Current	1
BSBESB405	Manage compliance for small businesses	Current	1
BSBESB406	Establish operational strategies and procedures for new business ventures	Current	1
BSBESB407	Manage finances for new business ventures	Current	1
BSBFIN301	Process financial transactions	Current	1
BSBFIN302	Maintain financial records	Current	1
BSBFIN401	Report on financial activity	Current	1
BSBFIN501	Manage budgets and financial plans	Current	1
BSBFIN502	Manage financial compliance	Current	1
BSBFIN601	Manage organisational finances	Current	1
BSBFIN801	Lead financial strategy development	Current	1
BSBHRM411	Administer performance development processes	Current	1
BSBHRM412	Support employee and industrial relations	Current	1
BSBHRM413	Support the learning and development of teams and individuals	Current	1
BSBHRM414	Use human resources information systems	Current	2
BSBHRM415	Coordinate recruitment and onboarding	Current	1
BSBHRM416	Process payroll	Current	1
BSBHRM417	Support human resources functions and processes	Current	1
BSBHRM521	Facilitate performance development processes	Current	1
BSBHRM522	Manage employee and industrial relations	Current	1
BSBHRM523	Coordinate the learning and development of teams and individuals	Current	1
BSBHRM524	Coordinate workforce plan implementation	Current	1
BSBHRM525	Manage recruitment and onboarding	Current	1
BSBHRM526	Manage payroll	Current	1
BSBHRM527	Coordinate human resource functions and processes	Current	1
BSBHRM528	Coordinate remuneration and employee benefits	Current	1
BSBHRM529	Coordinate separation and termination processes	Current	1
BSBHRM530	Coordinate rehabilitation and return to work programs	Current	1
BSBHRM531	Coordinate health and wellness programs	Current	1
BSBHRM611	Contribute to organisational performance development	Current	1
BSBHRM612	Contribute to the development of employee and industrial relations strategies	Current	1
BSBHRM613	Contribute to the development of learning and development strategies	Current	1
BSBHRM614	Contribute to strategic workforce planning	Current	1
BSBHRM615	Contribute to the development of diversity and inclusion strategies	Current	1

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Code	Title	Usage	Release
BSBINS201	Process and maintain workplace information	Current	1
BSBINS202	Handle receipt and dispatch of information	Current	1
BSBINS203	Assist with circulation services	Current	1
BSBINS301	Develop and use information literacy skills	Current	1
BSBINS302	Organise workplace information	Current	1
BSBINS303	Use knowledge management systems	Current	1
BSBINS304	Process and maintain information resources	Current	1
BSBINS305	Participate in cataloguing activities	Current	1
BSBINS306	Provide multimedia support	Current	1
BSBINS307	Retrieve information from records	Current	1
BSBINS308	Control records	Current	1
BSBINS309	Maintain business records	Current	1
BSBINS401	Analyse and present research information	Current	1
BSBINS402	Coordinate workplace information systems	Current	1
BSBINS403	Obtain information from external and networked sources	Current	1
BSBINS404	Search library and information databases	Current	1
BSBINS405	Use integrated library management systems	Current	1
BSBINS406	Assist customers to access information	Current	1
BSBINS407	Consolidate and maintain library industry knowledge	Current	1
BSBINS408	Provide information from and about records	Current	1
BSBINS409	Maintain and monitor digital information and records	Current	1
BSBINS410	Implement records systems for small business	Current	1
BSBINS501	Implement information and knowledge management systems	Current	1
BSBINS502	Coordinate data management	Current	1
BSBINS503	Monitor compliance with copyright and licence requirements	Current	1
BSBINS504	Maintain digital repositories	Current	1
BSBINS505	Provide subject access and classify material	Current	1
BSBINS506	Implement lending and borrowing processes for collections	Current	1
BSBINS507	Use advanced functions of integrated library management systems	Current	1
BSBINS508	Research and analyse information to meet library customer needs	Current	1
BSBINS509	Promote literature and reading	Current	1
BSBINS510	Develop community and stakeholder relationships in a library environment	Current	1
BSBINS511	Develop and promote library activities, events and public programs	Current	1
BSBINS512	Monitor business records systems	Current	1
BSBINS513	Contribute to records management framework	Current	1
BSBINS514	Contribute to records retention and disposal schedule	Current	1
BSBINS515	Participate in archiving activities	Current	1
BSBINS516	Undertake cataloguing activities	Current	1
BSBINS601	Manage knowledge and information	Current	1
BSBINS602	Extend own information literacy skills to locate information	Current	1
BSBINS603	Initiate and lead applied research	Current	1
BSBINS604	Contribute to collection management	Current	1

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Code	Title	Usage	Release
BSBLDR301	Support effective workplace relationships	Current	1
BSBLDR411	Demonstrate leadership in the workplace	Current	1
BSBLDR412	Communicate effectively as a workplace leader	Current	1
BSBLDR413	Lead effective workplace relationships	Current	1
BSBLDR414	Lead team effectiveness	Current	1
BSBLDR521	Lead the development of diverse workforces	Current	1
BSBLDR522	Manage people performance	Current	2
BSBLDR523	Lead and manage effective workplace relationships	Current	1
BSBLDR601	Lead and manage organisational change	Current	1
BSBLDR602	Provide leadership across the organisation	Current	1
BSBLDR811	Lead strategic transformation	Current	1
BSBLDR812	Develop and cultivate collaborative partnerships and relationships	Current	1
BSBLDR813	Lead and influence ethical practice	Current	1
BSBLEG311	Work in a legal services environment	Current	1
BSBLEG312	Carry out search of the public record	Current	1
BSBLEG313	Lodge documents in a legal services environment	Current	1
BSBLEG314	Protect information in a legal services environment	Current	1
BSBLEG315	Assist in planning activities in a legal services environment	Current	1
BSBLEG421	Apply understanding of the Australian legal system	Current	1
BSBLEG422	Maintain a file in a legal services environment	Current	1
BSBLEG423	Conduct simple legal research	Current	1
BSBLEG424	Support the drafting of complex legal documents	Current	1
BSBLEG425	Apply principles of legal project management	Current	1
BSBLEG521	Conduct and apply legal research	Current	1
BSBLEG522	Apply legal principles in contract law matters	Current	1
BSBLEG523	Apply legal principles in tort law matters	Current	1
BSBLEG524	Apply principles of evidence law in matters under litigation	Current	1
BSBLEG525	Apply legal principles in intellectual property law matters	Current	1
BSBLEG526	Apply legal principles in criminal law matters	Current	1
BSBLEG527	Apply legal principles in family law matters	Current	1
BSBLEG528	Apply legal principles in property law matters	Current	1
BSBLEG529	Apply legal principles in corporation law matters	Current	1
BSBLEG530	Apply legal principles in wills and probate matters	Current	1
BSBLEG531	Apply legal principles in administrative law matters	Current	1
BSBLEG532	Assist with court procedure	Current	1
BSBLEG533	Support alternative dispute resolution processes	Current	1
BSBLEG534	Take instructions in a legal services environment	Current	1
BSBMED301	Interpret and apply medical terminology appropriately	Current	1
BSBMED302	Prepare and process medical accounts	Current	1
BSBMED303	Maintain patient records	Current	2
BSBMED304	Assist in controlling stocks and supplies	Current	1
BSBMED305	Apply the principles of confidentiality, privacy and security within the medical environment	Current	1
BSBMED401	Manage patient recordkeeping system	Current	1

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Code	Title	Usage	Release
BSBMKG431	Assess marketing opportunities	Current	1
BSBMKG432	Research international markets	Current	1
BSBMKG433	Undertake marketing activities	Current	1
BSBMKG434	Promote products and services	Current	1
BSBMKG435	Analyse consumer behaviour	Current	1
BSBMKG436	Design and test direct marketing activities	Current	1
BSBMKG437	Create and optimise digital media	Current	1
BSBMKG438	Implement and monitor advertising production	Current	1
BSBMKG439	Develop and apply knowledge of communications industry	Current	2
BSBMKG440	Apply marketing communication across a convergent industry	Current	1
BSBMKG441	Develop public relations documents	Current	1
BSBMKG442	Conduct e-marketing communications	Current	1
BSBMKG541	Identify and evaluate marketing opportunities	Current	1
BSBMKG542	Establish and monitor the marketing mix	Current	1
BSBMKG543	Plan and interpret market research	Current	1
BSBMKG544	Plan and monitor direct marketing activities	Current	1
BSBMKG545	Conduct marketing audits	Current	1
BSBMKG546	Develop social media engagement plans	Current	2
BSBMKG547	Develop strategies to monetise digital engagement	Current	1
BSBMKG548	Forecast international market and business needs	Current	1
BSBMKG549	Profile and analyse consumer behaviour for international markets	Current	1
BSBMKG550	Promote products and services to international markets	Current	1
BSBMKG551	Create multiplatform advertisements for mass media	Current	1
BSBMKG552	Design and develop marketing communication plans	Current	1
BSBMKG553	Develop public relations campaigns	Current	1
BSBMKG554	Plan and develop public relations publications	Current	1
BSBMKG555	Write persuasive copy	Current	1
BSBMKG621	Develop organisational marketing strategy	Current	1
BSBMKG622	Manage organisational marketing processes	Current	1
BSBMKG623	Develop marketing plans	Current	1
BSBMKG624	Manage market research	Current	1
BSBMKG625	Implement and manage international marketing programs	Current	1
BSBMKG626	Develop advertising campaigns	Current	1
BSBMKG627	Execute advertising campaigns	Current	1
BSBMKG628	Lead organisational public relations	Current	1
BSBOPS101	Use business resources	Current	1
BSBOPS201	Work effectively in business environments	Current	1
BSBOPS202	Engage with customers	Current	1
BSBOPS203	Deliver a service to customers	Current	1
BSBOPS301	Maintain business resources	Current	1
BSBOPS302	Identify business risk	Current	1
BSBOPS303	Organise schedules	Current	1
BSBOPS304	Deliver and monitor a service to customers	Current	1
BSBOPS305	Process customer complaints	Current	1

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Code		Title	Usage	Release
BSBOPS306		Record stakeholder interactions	Current	1
BSBOPS401		Coordinate business resources	Current	1
BSBOPS402		Coordinate business operational plans	Current	1
BSBOPS403		Apply business risk management processes	Current	1
BSBOPS404		Implement customer service strategies	Current	1
BSBOPS405		Organise business meetings	Current	1
BSBOPS406		Participate in organisational governance	Current	1
BSBOPS501		Manage business resources	Current	1
BSBOPS502		Manage business operational plans	Current	1
BSBOPS503		Develop administrative systems	Current	1
BSBOPS504		Manage business risk	Current	1
BSBOPS505		Manage organisational customer service	Current	1
BSBOPS601		Develop and implement business plans	Current	1
BSBOPS602		Monitor corporate governance activities	Current	1
BSBPEF101		Plan and prepare for work readiness	Current	1
BSBPEF201		Support personal wellbeing in the workplace	Current	1
BSBPEF202		Plan and apply time management	Current	1
BSBPEF301		Organise personal work priorities	Current	2
BSBPEF302		Develop self-awareness	Current	1
BSBPEF401		Manage personal health and wellbeing	Current	1
BSBPEF402		Develop personal work priorities	Current	1
BSBPEF403		Lead personal development	Current	1
BSBPEF501		Manage personal and professional development	Current	1
BSBPEF502		Develop and use emotional intelligence	Current	1
BSBPMG420		Apply project scope management techniques	Current	1
BSBPMG421		Apply project time management techniques	Current	1
BSBPMG422		Apply project quality management techniques	Current	2
BSBPMG423		Apply project cost management techniques	Current	1
BSBPMG424		Apply project human resources management approaches	Current	2
BSBPMG425		Apply project information management and communications techniques	Current	2
BSBPMG426		Apply project risk management techniques	Current	1
BSBPMG427		Apply project procurement procedures	Current	1
BSBPMG428		Apply project life cycle management processes	Current	1
BSBPMG429		Apply project stakeholder engagement techniques	Current	1
BSBPMG430		Undertake project work	Current	1
BSBPMG530		Manage project scope	Current	1
BSBPMG531		Manage project time	Current	1
BSBPMG532		Manage project quality	Current	1
BSBPMG533		Manage project cost	Current	1
BSBPMG534		Manage project human resources	Current	1
BSBPMG535		Manage project information and communication	Current	1
BSBPMG536		Manage project risk	Current	1
BSBPMG537		Manage project procurement	Current	1

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Code	Title	Usage	Release
BSBPMG538	Manage project stakeholder engagement	Current	1
BSBPMG539	Manage project governance	Current	1
BSBPMG540	Manage project integration	Current	1
BSBPMG541	Manage complex projects	Current	1
BSBPMG630	Enable program execution	Current	1
BSBPMG631	Manage program delivery	Current	1
BSBPMG632	Manage program risk	Current	1
BSBPMG633	Provide leadership for the program	Current	1
BSBPMG634	Facilitate stakeholder engagement	Current	1
BSBPMG635	Implement program governance	Current	1
BSBPMG636	Manage benefits	Current	1
BSBPMG637	Engage in collaborative alliances	Current	1
BSBPMG810	Prioritise projects and programs	Current	1
BSBPMG811	Select and balance the portfolio	Current	1
BSBPMG812	Manage and review portfolio performance	Current	1
BSBPMG813	Govern the portfolio	Current	1
BSBPMG814	Lead the portfolio	Current	1
BSBPMG815	Manage portfolio communications and change	Current	1
BSBPMG816	Manage portfolio resources	Current	1
BSBPMG817	Manage portfolio risk	Current	1
BSBPRC401	Plan procurement	Current	1
BSBPRC402	Negotiate contracts	Current	1
BSBPRC403	Conduct international procurement	Current	1
BSBPRC406	Conduct e-procurement	Current	1
BSBPRC501	Manage procurement strategies	Current	1
BSBPRC502	Manage supplier relationships	Current	1
BSBPRC503	Manage international procurement	Current	1
BSBPRC504	Manage a supply chain	Current	1
BSBPRC505	Manage ethical procurement strategy	Current	1
BSBPUR301	Purchase goods and services	Current	1
BSBSTR301	Contribute to continuous improvement	Current	1
BSBSTR401	Promote innovation in team environments	Current	1
BSBSTR402	Implement continuous improvement	Current	1
BSBSTR501	Establish innovative work environments	Current	1
BSBSTR502	Facilitate continuous improvement	Current	1
BSBSTR503	Develop organisational policy	Current	1
BSBSTR601	Manage innovation and continuous improvement	Current	2
BSBSTR602	Develop organisational strategies	Current	1
BSBSTR603	Develop business continuity plans	Current	1
BSBSTR801	Lead innovative thinking and practice	Current	1
BSBSTR802	Lead strategic planning processes for an organisation	Current	1
BSBSTR803	Establish business continuity management strategies	Current	1
BSBSUS211	Participate in sustainable work practices	Current	1

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Code	Title	Usage	Release
BSBSUS411	Implement and monitor environmentally sustainable work practices	Current	1
BSBSUS412	Develop and implement workplace sustainability plans	Current	1
BSBSUS413	Evaluate and report on workplace sustainability	Current	1
BSBSUS511	Develop workplace policies and procedures for sustainability	Current	1
BSBSUS601	Lead corporate social responsibility	Current	1
BSBTEC101	Operate digital devices	Current	1
BSBTEC201	Use business software applications	Current	1
BSBTEC202	Use digital technologies to communicate in a work environment	Current	1
BSBTEC203	Research using the internet	Current	1
BSBTEC301	Design and produce business documents	Current	1
BSBTEC302	Design and produce spreadsheets	Current	1
BSBTEC303	Create electronic presentations	Current	1
BSBTEC401	Design and produce complex text documents	Current	1
BSBTEC402	Design and produce complex spreadsheets	Current	1
BSBTEC403	Apply digital solutions to work processes	Current	1
BSBTEC404	Use digital technologies to collaborate in a work environment	Current	1
BSBTEC405	Review and maintain organisation's digital presence	Current	1
BSBTEC501	Develop and implement an e-commerce strategy	Current	1
BSBTEC601	Review organisational digital strategy	Current	1
BSBTWK201	Work effectively with others	Current	1
BSBTWK301	Use inclusive work practices	Current	1
BSBTWK401	Build and maintain business relationships	Current	1
BSBTWK501	Lead diversity and inclusion	Current	1
BSBTWK502	Manage team effectiveness	Current	1
BSBTWK503	Manage meetings	Current	1
BSBTWK601	Develop and maintain strategic business networks	Current	1
BSBWHS211	Contribute to the health and safety of self and others	Current	1
BSBWHS307	Apply knowledge of WHS laws in the workplace	Current	1
BSBWHS308	Participate in WHS hazard identification, risk assessment and risk control processes	Current	1
BSBWHS309	Contribute effectively to WHS communication and consultation processes	Current	1
BSBWHS310	Contribute to WHS issue-resolution processes	Current	1
BSBWHS311	Assist with maintaining workplace safety	Current	1
BSBWHS331	Participate in identifying and controlling hazardous chemicals	Current	1
BSBWHS332X	Apply infection prevention and control procedures to own work activities	Current	1
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Current	1
BSBWHS412	Assist with workplace compliance with WHS laws	Current	1
BSBWHS413	Contribute to implementation and maintenance of WHS consultation and participation processes	Current	1
BSBWHS414	Contribute to WHS risk management	Current	1
BSBWHS415	Contribute to implementing WHS management systems	Current	1
BSBWHS416	Contribute to workplace incident response	Current	1
BSBWHS417	Assist with managing WHS implications of return to work	Current	1

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Code	Title	Usage	Release
BSBWHS418	Assist with managing WHS compliance of contractors	Current	1
BSBWHS419	Contribute to implementing WHS monitoring processes	Current	1
BSBWHS431	Develop processes and procedures for controlling hazardous chemicals in the workplace	Current	1
BSBWHS432X	Contribute to organisational mental health response in the context of disruptive events	Current	1
BSBWHS504	Manage WHS risks	Current	1
BSBWHS512	Contribute to managing work-related psychological health and safety	Current	1
BSBWHS513	Lead WHS risk management	Current	1
BSBWHS514	Manage WHS compliance of contractors	Current	1
BSBWHS515	Lead initial response to and investigate WHS incidents	Current	1
BSBWHS516	Contribute to developing, implementing and maintaining an organisation's WHS management system	Current	1
BSBWHS517	Contribute to managing a WHS information system	Current	1
BSBWHS518	Manage WHS hazards associated with maintenance and use of plant	Current	1
BSBWHS519	Lead the development and use of WHS risk management tools	Current	1
BSBWHS520	Manage implementation of emergency procedures	Current	1
BSBWHS521	Ensure a safe workplace for a work area	Current	1
BSBWHS522	Manage WHS consultation and participation processes	Current	1
BSBWHS531	Implement and evaluate system of work for managing hazardous chemicals	Current	1
BSBWHS603	Implement WHS risk management	Current	1
BSBWHS605	Develop, implement and maintain WHS management systems	Current	1
BSBWHS611	Develop and implement strategies that support work-related psychological health and safety	Current	1
BSBWHS612	Develop and implement a strategy to support a positive WHS culture	Current	1
BSBWHS613	Evaluate the WHS performance of an organisation	Current	1
BSBWHS614	Conduct a WHS audit under the guidance of a lead auditor	Current	1
BSBWHS616	Apply safe design principles to control WHS risks	Current	1
BSBWHS617	Apply ergonomics to manage WHS risks	Current	1
BSBWHS631	Apply occupational hygiene principles to manage WHS risks	Current	1
BSBWRT311	Write simple documents	Current	1
BSBWRT411	Write complex documents	Current	1
BSBXBD401	Capture and store big data	Current	1
BSBXBD402	Test big data samples	Current	1
BSBXBD403	Analyse big data	Current	1
BSBXBD404	Use big data for operational decision making	Current	1
BSBXBD405	Develop procedures for managing big data	Current	1
BSBXBD406	Present big data insights	Current	1
BSBXBD407	Protect big data integrity	Current	1
BSBXBD408	Implement and review procedures for managing big data	Current	1
BSBXBD501	Develop big data strategy	Current	1
BSBXCM301	Engage in workplace communication	Current	2
BSBXCM401	Apply communication strategies in the workplace	Current	2
BSBXCM501	Lead communication in the workplace	Current	3

Training package details



Code	Title	Usage	Release
BSBXCS301	Protect own personal online profile from cyber security threats	Current	1
BSBXCS302	Identify and report online security threats	Current	1
BSBXCS303	Securely manage personally identifiable information and workplace information	Current	1
BSBXCS401	Maintain security of digital devices	Current	1
BSBXCS402	Promote workplace cyber security awareness and best practices	Current	1
BSBXCS403	Contribute to cyber security threat assessments	Current	1
BSBXCS404	Contribute to cyber security risk management	Current	1
BSBXCS405	Contribute to cyber security incident responses	Current	1
BSBXDB301	Respond to the service needs of customers and clients with disability	Current	1
BSBXDB401	Develop and implement recruitment processes that are inclusive of people with disability	Current	1
BSBXDB501	Support staff members with disability in the workplace	Current	1
BSBXDB502	Adapt organisations to enhance accessibility for people with disability	Current	1
BSBXTW301	Work in a team	Current	2
BSBXTW401	Lead and facilitate a team	Current	2

Imported units of competency

Code	Title	Usage	Release	Belongs to training package
AHCBUS615	Implement a monitoring, evaluation and reporting program	Current	1	Agriculture, Horticulture and Conservation and Land Management Training Package (AHC)
CPPCMN4009	Develop team understanding of and commitment to sustainability	Deleted	1	Property Services Training Package (CPP)
CPPDSM4047	Implement and monitor procurement process	Superseded	1	Property Services Training Package (CPP)
CPPWMT3044A	Identify wastes and hazards	Superseded	1	Property Services Training Package (CPP07)
CUACNM601	Manage collection maintenance and preservation procedures	Superseded	1	Creative Arts and Culture Training Package (CUA)
CUAEVP211	Assist with the staging of public activities or events	Current	1	Creative Arts and Culture Training Package (CUA)
CUAEVP411	Present information on activities, events or public programs	Current	2	Creative Arts and Culture Training Package (CUA)
CUAIND202	Develop and apply knowledge of information and cultural services organisations	Superseded	1	Creative Arts and Culture Training Package (CUA)
CUAPRE401	Implement preventive conservation activities	Current	1	Creative Arts and Culture Training Package (CUA)
DEFEVL001	Develop an evaluation program	Current	1	Defence Training Package (DEF)
DEFEVL002	Evaluate and report collected information	Current	1	Defence Training Package (DEF)
DEFEVL003	Maintain and enhance professional practice	Current	1	Defence Training Package (DEF)
DEFEVL004	Evaluate a training and assessment system	Current	1	Defence Training Package (DEF)
DEFEVL005	Evaluate a community based program	Current	1	Defence Training Package (DEF)
DEFEVL006	Evaluate business performance	Current	1	Defence Training Package (DEF)

Training package details



Code		Title	Usage	Release	Belongs to training package
FNSACC312		Administer subsidiary accounts and ledgers	Superseded	1	Financial Services Training Package (FNS)
FNSACC411		Process business tax requirements	Current	1	Financial Services Training Package (FNS)
FNSACC412		Prepare operational budgets	Current	1	Financial Services Training Package (FNS)
FNSACC413		Make decisions in a legal context	Current	1	Financial Services Training Package (FNS)
FNSACC416		Set up and operate a computerised accounting system	Superseded	1	Financial Services Training Package (FNS)
FNSFLT201		Develop and use a personal budget	Superseded	1	Financial Services Training Package (FNS)
FNSINC401		Apply principles of professional practice to work in the financial services industry	Superseded	1	Financial Services Training Package (FNS)
FNSORG601		Negotiate to achieve goals and manage disputes	Current	1	Financial Services Training Package (FNS)
FNSORG602		Develop and manage financial systems	Current	1	Financial Services Training Package (FNS)
FNSPRM601		Establish, supervise and monitor practice systems to conform with legislation and regulations	Superseded	1	Financial Services Training Package (FNS)
FNSTPB402		Establish and maintain payroll systems	Superseded	1	Financial Services Training Package (FNS)
FSKDIG002		Use digital technology for routine and simple workplace tasks	Current	1	Foundation Skills Training Package (FSK)
FSKLRG011		Use routine strategies for work-related learning	Current	1	Foundation Skills Training Package (FSK)
FSKOCM006		Use oral communication skills to participate in workplace teams	Current	1	Foundation Skills Training Package (FSK)
HLTAID003		Provide first aid	Superseded	6	Health (HLT)
HLTAID005		Provide first aid in remote situations	Superseded	5	Health (HLT)
ICPPRP3220		Digitise images for reproduction	Current	1	Printing and Graphic Arts (ICP)
ICPPRP422		Digitise complex images for reproduction	Current	1	Printing and Graphic Arts (ICP)
ICTICT211		Identify and use basic current industry specific technologies	Superseded	1	Information and Communications Technology (ICT)
ICTICT221		Identify and use specific industry standard technologies	Current	1	Information and Communications Technology (ICT)
ICTICT517		Match ICT needs with the strategic direction of the organisation	Current	1	Information and Communications Technology (ICT)
ICTICT526		Verify client business requirements	Current	1	Information and Communications Technology (ICT)
ICTICT612		Develop contracts and manage contract performance	Current	1	Information and Communications Technology (ICT)
ICTICT616		Develop communities of practice	Current	1	Information and Communications Technology (ICT)
ICTSAS305		Provide ICT advice to clients	Current	1	Information and Communications Technology (ICT)
ICTSAS432		Identify and resolve client ICT problems	Current	1	Information and Communications Technology (ICT)

Training package details



Code		Title	Usage	Release	Belongs to training package
ICTWEB306		Develop web presence using social media	Current	1	Information and Communications Technology (ICT)
MEM13001B		Perform emergency first aid	Superseded	1	Metal and Engineering Training Package (MEM05)
MSMENV472		Implement and monitor environmentally sustainable work practices	Current	1	Manufacturing Training Package (MSM)
MSS015022		Develop strategies for more sustainable use of resources	Superseded	1	Sustainability (MSS)
MSS015025		Develop a business case for sustainability improvements	Superseded	1	Sustainability (MSS)
PSPETH002		Uphold and support the values and principles of public service	Superseded	1	Public Sector Training Package (PSP)
PSPETH003		Promote the values and ethos of public service	Superseded	1	Public Sector Training Package (PSP)
PSPGEN028		Provide a quotation	Deleted	1	Public Sector Training Package (PSP)
PSPGEN043		Apply government processes	Superseded	1	Public Sector Training Package (PSP)
PSPGEN049		Undertake negotiations	Superseded	1	Public Sector Training Package (PSP)
PSPMGT006		Develop a business case	Current	1	Public Sector Training Package (PSP)
PSPMGT012		Facilitate knowledge management	Superseded	1	Public Sector Training Package (PSP)
PSPPCM006		Select providers and develop contracts	Current	1	Public Sector Training Package (PSP)
PSPPCM007		Manage contracts	Current	1	Public Sector Training Package (PSP)
PSPPCM008		Manage contract performance	Current	1	Public Sector Training Package (PSP)
PSPPCM009		Finalise contracts	Current	1	Public Sector Training Package (PSP)
PSPPCM010		Manage procurement risk	Current	1	Public Sector Training Package (PSP)
PSPPCM011		Plan to manage a contract	Current	1	Public Sector Training Package (PSP)
PSPPCM012		Plan for procurement outcomes	Current	1	Public Sector Training Package (PSP)
PSPPCM013		Make procurement decisions	Current	1	Public Sector Training Package (PSP)
PSPPCM015		Conduct and manage coordinated procurement	Current	1	Public Sector Training Package (PSP)
PSPPCM016		Plan and implement strategic sourcing	Current	1	Public Sector Training Package (PSP)
PSPPCM017		Plan and implement procurement category management	Current	1	Public Sector Training Package (PSP)
PSPPCM018		Conduct demand and procurement spend analysis	Current	1	Public Sector Training Package (PSP)
PSPPCY004		Support policy implementation	Superseded	1	Public Sector Training Package (PSP)
PUACOM008		Develop and organise public safety awareness programs	Current	1	Public Safety (PUA)
PUAFER001		Identify, prevent and report potential facility emergency situations	Current	1	Public Safety (PUA)
PUAFER004		Respond to facility emergencies	Current	1	Public Safety (PUA)
PUAWHS003		Implement and monitor organisational work, health and safety policies, procedures and programs	Current	1	Public Safety (PUA)
RIIVEH305E		Operate and maintain a four wheel drive vehicle	Superseded	1	Resources and Infrastructure Industry Training Package (RII)

Training package details



Code		Title	Usage	Release	Belongs to training package
RIIWH202D		Enter and work in confined spaces	Superseded	4	Resources and Infrastructure Industry Training Package (RII)
RIIWH204D		Work safely at heights	Superseded	4	Resources and Infrastructure Industry Training Package (RII)
RIIWH403D		Apply the mine work health and safety management plan	Superseded	3	Resources and Infrastructure Industry Training Package (RII)
SIRXCEG002		Assist with customer difficulties	Current	1	Retail Services Training Package (SIR)
SIRXCEG004		Create a customer-centric culture	Current	1	Retail Services Training Package (SIR)
SIRXCEG005		Maintain business to business relationships	Current	1	Retail Services Training Package (SIR)
SIRXECM002		Prepare digital content	Current	1	Retail Services Training Package (SIR)
SIRXECM003		Design an ecommerce site	Current	1	Retail Services Training Package (SIR)
SIRXMG005		Lead the development of business opportunities	Current	1	Retail Services Training Package (SIR)
SIRXMKT001		Support marketing and promotional activities	Current	1	Retail Services Training Package (SIR)
SIRXMKT002		Use social media to engage customers	Current	1	Retail Services Training Package (SIR)
SIRXMKT006		Develop a social media strategy	Current	1	Retail Services Training Package (SIR)
SIRXMKT007		Develop a digital marketing plan	Current	1	Retail Services Training Package (SIR)
SIRXOSM003		Use social media and online tools	Current	1	Retail Services Training Package (SIR)
SIRXOSM005		Develop a basic website for customer engagement	Current	1	Retail Services Training Package (SIR)
SIRXOSM007		Manage risk to organisational reputation in an online setting	Current	1	Retail Services Training Package (SIR)
SIRXPDK001		Advise on products and services	Current	1	Retail Services Training Package (SIR)
SIRXSLS003		Achieve sales results	Current	1	Retail Services Training Package (SIR)
SIRXSLS004		Drive sales results	Current	1	Retail Services Training Package (SIR)
TAEASS301		Contribute to assessment	Superseded	1	Training and Education Training Package (TAE)
TAEDEL301		Provide work skill instruction	Superseded	1	Training and Education Training Package (TAE)
TAEDEL401		Plan, organise and deliver group-based learning	Superseded	2	Training and Education Training Package (TAE)
TAEDES501		Design and develop learning strategies	Superseded	2	Training and Education Training Package (TAE)
TAELED803		Implement improved learning practice	Current	1	Training and Education Training Package (TAE)
TAELED804		Review enterprise e-learning systems and solutions implementation	Current	1	Training and Education Training Package (TAE)
TLIE4006		Collect, analyse and present workplace data and information	Superseded	1	Transport and Logistics Training Package (TLI)