



Australian Government

Credit arrangements for BSB Business Services Training Package

Release 4.0

BSB Business Services Training Package

Modification History

Release Number	Release Date	Comments
Release 4.0	February 2019	<p>Units of Competency</p> <p>Nine new units of competency:</p> <p>BSBXCM301 Engage in workplace communication</p> <p>BSBXCM401 Apply communication strategies in the workplace</p> <p>BSBXCM501 Lead communication in the workplace</p> <p>BSBXDB301 Respond to the service needs of customers and clients with disability</p> <p>BSBXDB401 Develop and implement recruitment processes that are inclusive of people with disability</p> <p>BSBXDB501 Support staff members with disability in the workplace</p> <p>BSBXDB502 Adapt organisations to enhance accessibility for people with disability</p> <p>BSBXTW301 Work in a team</p> <p>BSBXTW401 Lead and facilitate a team</p> <p>Qualifications</p> <p>Update to elective units within eight qualifications:</p> <p>BSB30115 Certificate III in Business</p> <p>BSB30215 Certificate III in Customer Engagement</p> <p>BSB40215 Certificate IV in Business</p> <p>BSB41015 Certificate IV in Human Resources</p> <p>BSB42015 Certificate IV in Leadership and Management</p> <p>BSB50215 Diploma of Business</p> <p>BSB50618 Diploma of Human Resources Management</p> <p>BSB51918 Diploma of Leadership and Management</p>
Release 3.0	September 2018	<p>Qualifications</p> <p>Update to core units within eight qualifications:</p>

		<p>BSB41618 Certificate IV in Business (Procurement)</p> <p>BSB42518 Certificate IV in Small Business Management</p> <p>BSB42618 Certificate IV in New Small Business</p> <p>BSB50618 Diploma of Human Resources Management</p> <p>BSB51518 Diploma of Business (Procurement)</p> <p>BSB51918 Diploma of Leadership and Management</p> <p>BSB52318 Diploma of Governance</p> <p>BSB61218 Advanced Diploma of Program Management</p> <p>Units of Competency</p> <p>Seven new units of competency:</p> <p>BSBCRT404 Apply advanced critical thinking to work processes</p> <p>BSBCRT502 Develop critical thinking in others</p> <p>BSBITU501 Conduct data analysis</p> <p>BSBPRC406 Conduct e-procurement</p> <p>BSBPRC505 Manage ethical procurement</p> <p>BSBWRK311 Develop self-awareness</p> <p>BSBWRK412 Contribute to personal development</p> <p>Updates to 41 units of competency to align content with industry skills needs and standards:</p> <p>BSBEBU511 Develop and implement an e-business strategy</p> <p>BSBFIA412 Report on financial activity</p> <p>BSBITA411 Design and develop relational databases</p> <p>BSBITA611 Configure and optimise customer contact technology</p> <p>BSBITB511 Establish and maintain a network of digital devices</p> <p>BSBITS411 Maintain and implement digital technology</p> <p>BSBITU111 Operate a personal digital device</p> <p>BSBITU112 Develop keyboard skills</p> <p>BSBITU211 Produce digital text documents</p>
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		<p>BSBITU212 Create and use spreadsheets</p> <p>BSBITU213 Use digital technologies to communicate remotely</p> <p>BSBITU311 Use simple relational databases</p> <p>BSBITU312 Create electronic presentations</p> <p>BSBITU313 Design and produce digital text documents</p> <p>BSBITU314 Design and produce spreadsheets</p> <p>BSBITU315 Purchase goods and services online</p> <p>BSBITU422 Use digital technologies to collaborate in the workplace</p> <p>BSBLDR511 Develop and use emotional intelligence</p> <p>BSBLDR513 Communicate with influence</p> <p>BSBMKG534 Design effective digital user experiences</p> <p>BSBMKG535 Devise a search engine optimisation strategy</p> <p>BSBMKG536 Develop strategies to monetise digital engagement</p> <p>BSBMKG537 Develop a social media engagement plan</p> <p>BSBPMG621 Facilitate stakeholder engagement</p> <p>BSBPMG622 Implement program governance</p> <p>BSBPMG623 Manage benefits</p> <p>BSBPMG624 Engage in collaborative alliances</p> <p>BSBPRC401 Plan procurement</p> <p>BSBPRC402 Negotiate contracts</p> <p>BSBPRC403 Conduct international procurement</p> <p>BSBPRC501 Manage procurement strategies</p> <p>BSBPRC502 Manage supplier relationships</p> <p>BSBPRC503 Manage international procurement</p> <p>BSBPRC504 Manage a supply chain</p> <p>BSBRES411 Analyse and present research information</p> <p>BSBSMB420 Evaluate and develop small business operations</p> <p>BSBSMB421 Manage small business finances</p>
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		<p>BSBSMB422 Plan small business growth</p> <p>BSBSMB423 Create a digital technology plan for small business</p> <p>BSBWOR424 Develop a time management plan</p> <p>BSBWKR520 Manage employee relations</p>
Release 2.0	January 2016	<p>Includes review of the following sectors:</p> <p>Sustainability (1 new qualification and 6 new units)</p> <p>Governance (1 new qualification and 9 new units)</p> <p>Marketing and Advertising (3 new qualifications and 12 new units)</p> <p>Small Business (2 new qualifications and 6 new units)</p> <p>One new skill set to meet industry requirements:</p> <p>BSBSS00089 Workplace Innovation Skill Set</p> <p>The following qualifications have been moved from CUL11 Library, Information and Cultural Services Training Package version 1 to BSB Business Services Training Package version 2 and have been updated to meet the Standards for Training Packages:</p> <p>CUL30111 Certificate III in Information and Cultural Services</p> <p>CUL40111 Certificate IV in Library, Information and Cultural Services</p> <p>CUL50111 Diploma of Library and Information Services</p> <p>The following qualifications have been moved from TAE10 Training and Education Training Package version 3.4 to BSB Business Services Training Package version 2 and have been updated to meet the Standards for Training Packages:</p> <p>TAE70210 Graduate Certificate in Management (Learning)</p> <p>TAE80210 Graduate Diploma of Management (Learning)</p> <p>Industry Skills Council (ISC) upgrade to update unit</p>

		lists and correct typographical errors
Release 1.2	June 2015	Industry Skills Council (ISC) upgrade to correct typographical errors
Release 1.1	April 2015	Industry Skills Council (ISC) upgrade to correct mapping and typographical errors
Release 1.0	March 2015	<p>Primary release of restructured Training Package</p> <p>This release of the BSB Business Services Training Package contains 61 qualifications, 305 skill sets and 563 native units of competency (comprising 523 units updated to meet Standards for Training Packages and 40 new units) and 73 imported units</p> <p>Leadership and Management qualifications added</p> <p>Managing Diversity qualification added</p> <p>Portfolio Management qualifications added</p> <p>Conveyancing qualifications moved from FNS10</p>

Credit Arrangements

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>