



Australian Government

Credit arrangements for BSB Business Services Training Package

Release: 6.0

BSB Business Services Training Package

Modification History

Release Number	Release Date	Comments
Release 6.0	February 2020	<p>AISC endorsement of the following BSB components.</p> <p>Units of Competency</p> <p>17 new units of competency were developed for this <i>BSB Business Services Training Package Version 6.0</i>:</p> <ul style="list-style-type: none"> • BSBXBD401 Capture and store big data • BSBXBD402 Test big data samples • BSBXBD403 Analyse big data • BSBXBD404 Use big data for operational decision making • BSBXBD405 Develop procedures for managing big data • BSBXBD406 Present big data insights • BSBXBD407 Protect big data integrity • BSBXBD408 Implement and review procedures for managing big data • BSBXBD501 Develop big data strategy • BSBXCS301 Protect own personal online profile from cyber security threats • BSBXCS302 Identify and report online security threats • BSBXCS303 Securely manage personally identifiable information and workplace information • BSBXCS401 Maintain security of digital devices • BSBXCS402 Promote workplace cyber security awareness and practices • BSBXCS403 Contribute to cyber security threat assessments • BSBXCS404 Contribute to cyber security risk management • BSBXCS405 Contribute to cyber security incident responses <p>The following BSB components were added to BSB Business Services Training Package Version 6.0 as part of an SSO upgrade.</p>

		<p>Eight qualifications were updated to include additional elective units:</p> <ul style="list-style-type: none"> • BSB30315 Certificate III in Micro Business Operations • BSB42015 Certificate IV in Leadership and Management • BSB41515 Certificate IV in Project Management Practice • BSB41618 Certificate IV in Business (Procurement) • BSB50215 Diploma in Business • BSB51918 Diploma of Leadership and Management • BSB51415 Diploma of Project Management • BSB51518 Diploma of Business (Procurement) <p>Four skill sets were created:</p> <ul style="list-style-type: none"> • BSBSS00091 Capture and Present Big Data Skill Set • BSBSS00092 Manage Big Data Skill Set • BSBSS00093 Cyber Security Threat Assessment and Risk Management Skill Set • BSBSS00094 Cyber Security Awareness Skill Set
Release 5.0	September 2019	<p>AISC endorsement of the following BSB components.</p> <p>Qualifications</p> <p>Four qualifications were updated from the <i>BSB Business Services Training Package</i> Version 4.0:</p> <ul style="list-style-type: none"> • BSB30719 Certificate III in Work Health and Safety • BSB41419 Certificate IV in Work Health and Safety • BSB51319 Diploma of Work Health and Safety • BSB60619 Advanced Diploma of Work Health and Safety. <p>Units of competency</p> <p>7 new units of competency were developed for this <i>BSB Business Services Training Package</i> Version 5.0:</p> <ul style="list-style-type: none"> • BSBWHS331 Participate in identifying and controlling hazardous chemicals • BSBWHS431 Develop processes and procedures for controlling hazardous chemicals in the workplace • BSBWHS512 Contribute to managing work-related

		<p>psychological health and safety</p> <ul style="list-style-type: none"> • BSBWHS514 Manage WHS compliance of contractors • BSBWHS531 Implement and evaluate system of work for managing hazardous chemicals • BSBWHS611 Develop and implement strategies that support work-related psychological health and safety • BSBWHS612 Develop and implement a strategy to support a positive WHS culture. <p>26 units of competency were updated from the <i>BSB Business Services Training Package</i> Version 4.0:</p> <p>25 units supersede and are equivalent to their previous versions:</p> <ul style="list-style-type: none"> • BSBWHS307 Apply knowledge of WHS laws in the workplace • BSBWHS308 Participate in WHS hazard identification, risk assessment and risk control processes • BSBWHS309 Contribute effectively to WHS communication and consultation processes • BSBWHS310 Contribute to WHS issue-resolution processes • BSBWHS412 Assist with workplace compliance with WHS laws • BSBWHS413 Contribute to implementation and maintenance of WHS consultation and participation processes • BSBWHS414 Contribute to WHS risk management • BSBWHS415 Contribute to implementing WHS management systems • BSBWHS416 Contribute to workplace incident response • BSBWHS417 Assist with managing WHS implications of return to work • BSBWHS419 Contribute to implementing WHS monitoring processes • BSBWHS513 Lead WHS risk management • BSBWHS515 Lead initial response to and investigate WHS incidents • BSBWHS516 Contribute to developing, implementing and maintaining an organisation's WHS management system • BSBWHS517 Contribute to managing a WHS
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		<p>information system</p> <ul style="list-style-type: none"> • BSBWHS518 Manage WHS hazards associated with maintenance and use of plant • BSBWHS519 Lead the development and use of WHS risk management tools • BSBWHS520 Manage implementation of emergency procedures • BSBWHS521 Ensure a safe workplace for a work area • BSBWHS522 Manage WHS consultation and participation processes • BSBWHS613 Evaluate the WHS performance of an organisation • BSBWHS614 Conduct a WHS audit under the guidance of a lead auditor • BSBWHS616 Apply safe design principles to control WHS risks • BSBWHS617 Apply ergonomics to manage WHS risks • BSBWHS631 Apply occupational hygiene principles to manage WHS risks. <p>One unit supersedes but is not equivalent to its previous version:</p> <ul style="list-style-type: none"> • BSBWHS418 Assist with managing WHS compliance of contractors. <p>Three units of competency were deleted from the <i>BSB Business Services Training Package</i> Version 4.0:</p> <ul style="list-style-type: none"> • BSBWHS410 Contribute to work-related health and safety measures and initiatives • BSBWHS601 Apply legislative frameworks for WHS • BSBWHS602 Facilitate WHS activities. <p>The following BSB components were added to <i>BSB Business Services Training Package</i> Version 5.0 as part of an SSO upgrade.</p> <p>14 qualifications were updated to include updated elective units:</p> <ul style="list-style-type: none"> • BSB30215 Certificate III in Customer Engagement • BSB30515 Certificate III in Business Administration (International Education) • BSB42315 Certificate IV in Environmental Management and Sustainability • BSB50315 Diploma of Customer Engagement
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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>BSBWKR311 Develop self-awareness</p> <p>BSBWKR412 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> <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>
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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</p>

		<p>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 lists and correct typographical errors</p>
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 Guides are available from VETNet -

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