

BSB Business Services Training Package

Companion Volume Implementation Guide (Version 7)





Disclaimer

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Overview information

Version control and modification history

Version number	Release date	Comments
Version 7.0	October 2020	<p>AISC endorsement of the following BSB components.</p> <p>Qualifications</p> <p>32 qualifications were updated from <i>BSB Business Services Training Package</i> Version 6.0:</p> <ul style="list-style-type: none"> • BSB20120 Certificate II in Workplace Skills • BSB30120 Certificate III in Business • BSB30220 Certificate III in Entrepreneurship and New Business • BSB30320 Certificate III in Legal Services • BSB30420 Certificate III in Library and Information Services • BSB40120 Certificate IV in Business • BSB40220 Certificate IV in Aboriginal and Torres Strait Islander Governance • BSB40320 Certificate IV in Entrepreneurship and New Business • BSB40420 Certificate IV in Human Resource Management • BSB40520 Certificate IV in Leadership and Management • BSB40620 Certificate IV in Legal Services • BSB40720 Certificate IV in Library and Information Services • BSB40820 Certificate IV in Marketing and Communication • BSB40920 Certificate IV in Project Management Practice • BSB50120 Diploma of Business • BSB50220 Diploma of Aboriginal and Torres Strait Islander Governance • BSB50320 Diploma of Human Resource Management • BSB50420 Diploma of Leadership and Management • BSB50520 Diploma of Library and Information Services • BSB50620 Diploma of Marketing and Communication • BSB50720 Diploma of Paralegal Services • BSB50820 Diploma of Project Management • BSB50920 Diploma of Quality Auditing • BSB60120 Advanced Diploma of Business • BSB60220 Advanced Diploma of Conveyancing • BSB60320 Advanced Diploma of Human Resource Management • BSB60420 Advanced Diploma of Leadership and Management • BSB60520 Advanced Diploma of Marketing and Communication • BSB60720 Advanced Diploma of Program Management • BSB80120 Graduate Diploma of Management (Learning) • BSB80220 Graduate Diploma of Portfolio Management • BSB80320 Graduate Diploma of Strategic Leadership. <p>7 qualifications were deleted from <i>BSB Business Services Training Package</i> Version 6.0:</p> <ul style="list-style-type: none"> • BSB30515 Certificate III in Business Administration (International Education) • BSB30615 Certificate III in International Trade • BSB40715 Certificate IV in Franchising • BSB40915 Certificate IV in Governance • BSB50515 Diploma of Franchising • BSB52318 Diploma of Governance • BSB80315 Graduate Certificate in Leadership Diversity.

Version number	Release date	Comments
		<p>Units of competency</p> <p>20 units of competency were newly created for this <i>BSB Business Services Training Package Version 7.0</i>:</p> <ul style="list-style-type: none"> • BSBCMM412 Lead difficult conversations • BSBCNV616 Comply with tax obligations in a conveyancing transaction • BSBCRT611 Apply critical thinking for complex problem solving • BSBFIN502 Manage financial compliance • BSBINS502 Coordinate data management • BSBINS515 Participate in archiving activities • BSBINS516 Undertake cataloguing activities • BSBLEG425 Apply principles of legal project management • BSBLEG531 Apply legal principles in administrative law matters • BSBLEG533 Support alternative dispute resolution processes • BSBLEG534 Take instructions in a legal services environment • BSBMKG628 Lead organisational public relations • BSBOPS302 Identify business risk • BSBOPS306 Record stakeholder interactions • BSBPMG541 Manage complex projects • BSBSUS412 Develop and implement workplace sustainability plans • BSBSUS413 Evaluate and report on workplace sustainability • BSBTEC203 Research using the internet • BSBTEC601 Review organisational digital strategy • BSBTWK601 Develop and maintain strategic business networks. <p>283 units of competency were updated from <i>BSB Business Services Training Package Version 6.0</i>:</p> <ul style="list-style-type: none"> • BSBAUD411 Participate in quality audits • BSBAUD412 Work within compliance frameworks • BSBAUD511 Initiate quality audits • BSBAUD512 Lead quality audits • BSBAUD513 Report on quality audits • BSBAUD514 Interpret compliance requirements • BSBAUD515 Evaluate and review compliance • BSBAUD516 Develop and monitor processes for the management of breaches in compliance requirements • BSBAUD601 Establish and manage compliance management systems • BSBCMM211 Apply communication skills • BSBCMM411 Make presentations • BSBCMM511 Communicate with influence • BSBCNV511 Take instructions in relation to a conveyancing transaction • BSBCNV512 Finalise the conveyancing transaction • BSBCNV611 Interpret a legal document and provide advice in a conveyancing transaction • BSBCNV612 Identify and apply legal requirements for a conveyancing transaction • BSBCNV613 Prepare legal documents for a conveyancing transaction • BSBCNV614 Apply principles of trust accounting • BSBCNV615 Interpret search results for a conveyancing transaction • BSBCRT201 Develop and apply thinking and problem solving skills • BSBCRT311 Apply critical thinking skills in a team environment • BSBCRT411 Apply critical thinking to work practices • BSBCRT412 Articulate, present and debate ideas

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		<ul style="list-style-type: none"> • BSB CERT413 Collaborate in creative processes • BSB CERT511 Develop critical thinking in others • BSB CERT512 Originate and develop concepts • BSB DAT201 Collect and record data • BSB DAT501 Analyse data • BSB ESB301 Investigate business opportunities • BSB ESB302 Develop and present business proposals • BSB ESB303 Organise finances for new business ventures • BSB ESB304 Determine resource requirements for new business ventures • BSB ESB305 Address compliance requirements for new business ventures • BSB ESB401 Research and develop business plans • BSB ESB402 Establish legal and risk management requirements of new business ventures • BSB ESB403 Plan finances for new business ventures • BSB ESB404 Market new business ventures • BSB ESB405 Manage compliance for small businesses • BSB ESB406 Establish operational strategies and procedures for new business ventures • BSB ESB407 Manage finances for new business ventures • BSB FIN301 Process financial transactions • BSB FIN302 Maintain financial records • BSB FIN401 Report on financial activity • BSB FIN501 Manage budgets and financial plans • BSB FIN601 Manage organisational finances • BSB FIN801 Lead financial strategy development • BSB HRM411 Administer performance development processes • BSB HRM412 Support employee and industrial relations • BSB HRM413 Support the learning and development of teams and individuals • BSB HRM414 Use human resources information systems • BSB HRM415 Coordinate recruitment and onboarding • BSB HRM416 Process payroll • BSB HRM417 Support human resources functions and processes • BSB HRM521 Facilitate performance development processes • BSB HRM522 Manage employee and industrial relations • BSB HRM523 Coordinate the learning and development of teams and individuals • BSB HRM524 Coordinate workforce plan implementation • BSB HRM525 Manage recruitment and onboarding • BSB HRM526 Manage payroll • BSB HRM527 Coordinate human resource functions and processes • BSB HRM528 Coordinate remuneration and employee benefits • BSB HRM529 Coordinate separation and termination processes • BSB HRM530 Coordinate rehabilitation and return to work programs • BSB HRM531 Coordinate health and wellness programs • BSB HRM611 Contribute to organisational performance development • BSB HRM612 Contribute to the development of employee and industrial relations strategies • BSB HRM613 Contribute to the development of learning and development strategies • BSB HRM614 Contribute to strategic workforce planning • BSB HRM615 Contribute to the development of diversity and inclusion strategies • BSB INS201 Process and maintain workplace information

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		<ul style="list-style-type: none"> • BSBINS202 Handle receipt and dispatch of information • BSBINS203 Assist with circulation services • BSBINS301 Develop and use information literacy skills • BSBINS302 Organise workplace information • BSBINS303 Use knowledge management systems • BSBINS304 Process and maintain information resources • BSBINS305 Participate in cataloguing activities • BSBINS306 Provide multimedia support • BSBINS307 Retrieve information from records • BSBINS308 Control records • BSBINS309 Maintain business records • BSBINS401 Analyse and present research information • BSBINS402 Coordinate workplace information systems • BSBINS403 Obtain information from external and networked sources • BSBINS404 Search library and information databases • BSBINS405 Use integrated library management systems • BSBINS406 Assist customers to access information • BSBINS407 Consolidate and maintain library industry knowledge • BSBINS408 Provide information from and about records • BSBINS409 Maintain and monitor digital information and records • BSBINS410 Implement records systems for small business • BSBINS501 Implement information and knowledge management systems • BSBINS503 Monitor compliance with copyright and licence requirements • BSBINS504 Maintain digital repositories • BSBINS505 Provide subject access and classify material • BSBINS506 Implement lending and borrowing processes for collections • BSBINS507 Use advanced functions of integrated library management systems • BSBINS508 Research and analyse information to meet library customer needs • BSBINS509 Promote literature and reading • BSBINS510 Develop community and stakeholder relationships in a library environment • BSBINS511 Develop and promote library activities, events and public programs • BSBINS512 Monitor business records systems • BSBINS513 Contribute to records management framework • BSBINS514 Contribute to records retention and disposal schedule • BSBINS601 Manage knowledge and information • BSBINS602 Extend own information literacy skills to locate information • BSBINS603 Initiate and lead applied research • BSBINS604 Contribute to collection management • BSBLDR301 Support effective workplace relationships • BSBLDR411 Demonstrate leadership in the workplace • BSBLDR412 Communicate effectively as a workplace leader • BSBLDR413 Lead effective workplace relationships • BSBLDR414 Lead team effectiveness • BSBLDR521 Lead the development of diverse workforces • BSBLDR522 Manage people performance • BSBLDR523 Lead and manage effective workplace relationships • BSBLDR601 Lead and manage organisational change • BSBLDR602 Provide leadership across the organisation • BSBLDR811 Lead strategic transformation • BSBLDR812 Develop and cultivate collaborative partnerships and relationships

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		<ul style="list-style-type: none"> • BSBLDR813 Lead and influence ethical practice • BSBLEG311 Work in a legal services environment • BSBLEG312 Carry out search of the public record • BSBLEG313 Lodge documents in a legal services environment • BSBLEG314 Protect information in a legal services environment • BSBLEG315 Assist in planning activities in a legal services environment • BSBLEG421 Apply understanding of the Australian legal system • BSBLEG422 Maintain a file in a legal services environment • BSBLEG423 Conduct simple legal research • BSBLEG424 Support the drafting of complex legal documents • BSBLEG521 Conduct and apply legal research • BSBLEG522 Apply legal principles in contract law matters • BSBLEG523 Apply legal principles in tort law matters • BSBLEG524 Apply principles of evidence law in matters under litigation • BSBLEG525 Apply legal principles in intellectual property law matters • BSBLEG526 Apply legal principles in criminal law matters • BSBLEG527 Apply legal principles in family law matters • BSBLEG528 Apply legal principles in property law matters • BSBLEG529 Apply legal principles in corporation law matters • BSBLEG530 Apply legal principles in wills and probate matters • BSBLEG532 Assist with court procedure • BSBMKG431 Assess marketing opportunities • BSBMKG432 Research international markets • BSBMKG433 Undertake marketing activities • BSBMKG434 Promote products and services • BSBMKG435 Analyse consumer behaviour • BSBMKG436 Design and test direct marketing activities • BSBMKG437 Create and optimise digital media • BSBMKG438 Implement and monitor advertising production • BSBMKG439 Develop and apply knowledge of communications industry • BSBMKG440 Apply marketing communication across a convergent industry • BSBMKG441 Develop public relations documents • BSBMKG442 Conduct e-marketing communications • BSBMKG541 Identify and evaluate marketing opportunities • BSBMKG542 Establish and monitor the marketing mix • BSBMKG543 Plan and interpret market research • BSBMKG544 Plan and monitor direct marketing activities • BSBMKG545 Conduct marketing audits • BSBMKG546 Develop social media engagement plans • BSBMKG547 Develop strategies to monetise digital engagement • BSBMKG548 Forecast international market and business needs • BSBMKG549 Profile and analyse consumer behaviour for international markets • BSBMKG550 Promote products and services to international markets • BSBMKG551 Create multiplatform advertisements for mass media • BSBMKG552 Design and develop marketing communication plans • BSBMKG553 Develop public relations campaigns • BSBMKG554 Plan and develop public relations publications • BSBMKG555 Write persuasive copy • BSBMKG621 Develop organisational marketing strategy • BSBMKG622 Manage organisational marketing processes • BSBMKG623 Develop marketing plans

Version number	Release date	Comments
		<ul style="list-style-type: none"> • BSBMKG624 Manage market research • BSBMKG625 Implement and manage international marketing programs • BSBMKG626 Develop advertising campaigns • BSBMKG627 Execute advertising campaigns • BSBOPS101 Use business resources • BSBOPS201 Work effectively in business environments • BSBOPS202 Engage with customers • BSBOPS203 Deliver a service to customers • BSBOPS301 Maintain business resources • BSBOPS303 Organise schedules • BSBOPS304 Deliver and monitor a service to customers • BSBOPS305 Process customer complaints • BSBOPS401 Coordinate business resources • BSBOPS402 Coordinate business operational plans • BSBOPS403 Apply business risk management processes • BSBOPS404 Implement customer service strategies • BSBOPS405 Organise business meetings • BSBOPS406 Participate in organisational governance • BSBOPS501 Manage business resources • BSBOPS502 Manage business operational plans • BSBOPS503 Develop administrative systems • BSBOPS504 Manage business risk • BSBOPS505 Manage organisational customer service • BSBOPS601 Develop and implement business plans • BSBOPS602 Monitor corporate governance activities • BSBPEF101 Plan and prepare for work readiness • BSBPEF201 Support personal wellbeing in the workplace • BSBPEF202 Plan and apply time management • BSBPEF301 Organise personal work priorities • BSBPEF302 Develop self-awareness • BSBPEF401 Manage personal health and wellbeing • BSBPEF402 Develop personal work priorities • BSBPEF403 Lead personal development • BSBPEF501 Manage personal and professional development • BSBPEF502 Develop and use emotional intelligence • BSBPMG420 Apply project scope management techniques • BSBPMG421 Apply project time management techniques • BSBPMG422 Apply project quality management techniques • BSBPMG423 Apply project cost management techniques • BSBPMG424 Apply project human resources management approaches • BSBPMG425 Apply project information management and communications techniques • BSBPMG426 Apply project risk management techniques • BSBPMG427 Apply project procurement procedures • BSBPMG428 Apply project life cycle management processes • BSBPMG429 Apply project stakeholder engagement techniques • BSBPMG430 Undertake project work • BSBPMG530 Manage project scope • BSBPMG531 Manage project time • BSBPMG532 Manage project quality • BSBPMG533 Manage project cost • BSBPMG534 Manage project human resources

Version number	Release date	Comments
		<ul style="list-style-type: none"> • BSBPMG535 Manage project information and communication • BSBPMG536 Manage project risk • BSBPMG537 Manage project procurement • BSBPMG538 Manage project stakeholder engagement • BSBPMG539 Manage project governance • BSBPMG540 Manage project integration • BSBPMG630 Enable program execution • BSBPMG631 Manage program delivery • BSBPMG632 Manage program risk • BSBPMG633 Provide leadership for the program • BSBPMG634 Facilitate stakeholder engagement • BSBPMG635 Implement program governance • BSBPMG636 Manage benefits • BSBPMG637 Engage in collaborative alliances • BSBPMG810 Prioritise projects and programs • BSBPMG811 Select and balance the portfolio • BSBPMG812 Manage and review portfolio performance • BSBPMG813 Govern the portfolio • BSBPMG814 Lead the portfolio • BSBPMG815 Manage portfolio communications and change • BSBPMG816 Manage portfolio resources • BSBPMG817 Manage portfolio risk • BSBSTR301 Contribute to continuous improvement • BSBSTR401 Promote innovation in team environments • BSBSTR402 Implement continuous improvement • BSBSTR501 Establish innovative work environments • BSBSTR502 Facilitate continuous improvement • BSBSTR503 Develop organisational policy • BSBSTR601 Manage innovation and continuous improvement • BSBSTR602 Develop organisational strategies • BSBSTR603 Develop business continuity plans • BSBSTR801 Lead innovative thinking and practice • BSBSTR802 Lead strategic planning processes for an organisation • BSBSTR803 Establish business continuity management strategies • BSBSUS211 Participate in sustainable work practices • BSBSUS411 Implement and monitor environmentally sustainable work practices • BSBSUS511 Develop workplace policies and procedures for sustainability • BSBSUS601 Lead corporate social responsibility • BSBTEC101 Operate digital devices • BSBTEC201 Use business software applications • BSBTEC202 Use digital technologies to communicate in a work environment • BSBTEC301 Design and produce business documents • BSBTEC302 Design and produce spreadsheets • BSBTEC303 Create electronic presentations • BSBTEC401 Design and produce complex text documents • BSBTEC402 Design and produce complex spreadsheets • BSBTEC403 Apply digital solutions to work processes • BSBTEC404 Use digital technologies to collaborate in a work environment • BSBTEC405 Review and maintain organisation's digital presence • BSBTEC501 Develop and implement an e-commerce strategy • BSBTWK201 Work effectively with others

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		<ul style="list-style-type: none"> • BSBTWK301 Use inclusive work practices • BSBTWK401 Build and maintain business relationships • BSBTWK501 Lead diversity and inclusion • BSBTWK502 Manage team effectiveness • BSBTWK503 Manage meetings • BSBWHS211 Contribute to the health and safety of self and others • BSBWHS311 Assist with maintaining workplace safety • BSBWHS411 Implement and monitor WHS policies, procedures and programs • BSBWRT311 Write simple documents • BSBWRT411 Write complex documents. <p>The following BSB components were added to <i>BSB Business Services Training Package Version 7.0</i> as part of an SSO upgrade.</p> <p>28 skill sets were newly created for this <i>BSB Business Services Training Package Version 7.0</i>:</p> <ul style="list-style-type: none"> • BSBSS00095 Lead Auditor Skill Set • BSBSS00096 Innovation Practice Skill Set • BSBSS00097 Innovation Leadership Skill Set • BSBSS00098 Marketing Foundations Skill Set • BSBSS00099 Communications and Public Relations Foundations Skill Set • BSBSS00100 Business Operations Support Skill Set • BSBSS00101 Business Operations Management Skill Set • BSBSS00102 Micro Business Skill Set • BSBSS00103 New Business Ventures Skill Set • BSBSS00104 Small Business Management Skill Set • BSBSS00105 Human Resources Foundations Skill Set • BSBSS00106 Introduction to Paralegal Services Skill Set • BSBSS00107 Marketing and Communication Foundations Skill Set • BSBSS00108 Marketing and Communication Skill Set • BSBSS00109 Introduction to Team Management Skill Set • BSBSS00110 Business Development Skill Set • BSBSS00111 Human Resources Advisor Skill Set • BSBSS00112 Workplace Technology Skill Set • BSBSS00113 Digital Business Administration Skill Set • BSBSS00114 Organisational Governance Skill Set • BSBSS00115 Copyright Management Skill Set • BSBSS00116 Campaign Management Skill Set • BSBSS00117 Diversity and Inclusion Skill Set • BSBSS00118 Procurement Manager Skill Set • BSBSS00119 Customer Service Skill Set • BSBSS00120 Administrative Assistant Skill Set • BSBSS00121 Medical Administration Skill Set • BSBSS00122 Compliance Skill Set • BSBSS00123 Records and Information Management Skill Set • BSBSS00124 Workplace IT Foundations Skill Set • BSBSS00125 Workplace Foundations Skill Set.
Version 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

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		<ul style="list-style-type: none"> • 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 <i>BSB Business Services Training Package Version 6.0</i> 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 • BSB41515 Certificate IV in Project Management Practice • BSB41618 Certificate IV in Business (Procurement) • BSB42015 Certificate IV in Leadership and Management • BSB50215 Diploma of Business • BSB51415 Diploma of Project Management • BSB51518 Diploma of Business (Procurement) • BSB51918 Diploma of Leadership and Management. <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.
Version 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 Version 4.0</i>:</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 Version 5.0</i>:</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 psychological health and safety

Version number	Release date	Comments
		<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 information system • 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 BSB Business Services Training Package 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

Version number	Release date	Comments
		<ul style="list-style-type: none"> BSB30515 Certificate III in Business Administration (International Education) BSB42315 Certificate IV in Environmental Management and Sustainability BSB50315 Diploma of Customer Engagement BSB50515 Diploma of Franchising BSB50618 Diploma of Human Resources Management BSB50815 Diploma of International Business BSB51415 Diploma of Project Management BSB51518 Diploma of Business (Procurement) BSB51918 Diploma of Leadership and Management BSB52015 Diploma of Conveyancing BSB52115 Diploma of Library and Information Services BSB52318 Diploma of Governance BSB61115 Advanced Diploma of Conveyancing. <p>One skill set was created:</p> <ul style="list-style-type: none"> BSBSS00090 Auditing Skill Set. <p>Four existing units were updated:</p> <ul style="list-style-type: none"> BSBITU111 Operate a personal digital device BSBRKG603 Prepare a functional analysis for an organisation BSBSMB421 Manage small business finances BSBXTW301 Work in a team.
Version 4.0	February 2019	<p>Units of Competency</p> <p>Nine new units of competency:</p> <ul style="list-style-type: none"> BSBXCM301 Engage in workplace communication BSBXCM401 Apply communication strategies in the workplace BSBXCM501 Lead communication in the workplace BSBXDB301 Respond to the service needs of customers and clients with disability BSBXDB401 Develop and implement recruitment processes that are inclusive of people with disability BSBXDB501 Support staff members with disability in the workplace BSBXDB502 Adapt organisations to enhance accessibility for people with disability BSBXTW301 Work in a team BSBXTW401 Lead and facilitate a team. <p>Qualifications</p> <p>Update to elective units within eight qualifications:</p> <ul style="list-style-type: none"> BSB30115 Certificate III in Business BSB30215 Certificate III in Customer Engagement BSB40215 Certificate IV in Business BSB41015 Certificate IV in Human Resources BSB42015 Certificate IV in Leadership and Management BSB50215 Diploma of Business BSB50618 Diploma of Human Resources Management BSB51918 Diploma of Leadership and Management.
Version 3.0	September 2018	<p>Qualifications</p> <p>Update to core units within eight qualifications:</p> <ul style="list-style-type: none"> BSB41618 Certificate IV in Business (Procurement) BSB42518 Certificate IV in Small Business Management

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		<ul style="list-style-type: none"> • BSB42618 Certificate IV in New Small Business • BSB50618 Diploma of Human Resources Management • BSB51518 Diploma of Business (Procurement) • BSB51918 Diploma of Leadership and Management • BSB52318 Diploma of Governance • BSB61218 Advanced Diploma of Program Management. <p>Units of Competency</p> <p>Seven new units of competency:</p> <ul style="list-style-type: none"> • BSBCRT404 Apply advanced critical thinking to work processes • BSBCRT502 Develop critical thinking in others • BSBITU501 Conduct data analysis • BSBPRC406 Conduct e-procurement • BSBPRC505 Manage ethical procurement • BSBWRK311 Develop self-awareness • BSBWRK412 Contribute to personal development. <p>Updates to 41 units of competency to align content with industry skills needs and standards:</p> <ul style="list-style-type: none"> • BSBEBU511 Develop and implement an e-business strategy • BSBFIA412 Report on financial activity • BSBITA411 Design and develop relational databases • BSBITA611 Configure and optimise customer contact technology • BSBITB511 Establish and maintain a network of digital devices • BSBITS411 Maintain and implement digital technology • BSBITU111 Operate a personal digital device • BSBITU112 Develop keyboard skills • BSBITU211 Produce digital text documents • BSBITU212 Create and use spreadsheets • BSBITU213 Use digital technologies to communicate remotely • BSBITU311 Use simple relational databases • BSBITU312 Create electronic presentations • BSBITU313 Design and produce digital text documents • BSBITU314 Design and produce spreadsheets • BSBITU315 Purchase goods and services online • BSBITU422 Use digital technologies to collaborate in the workplace • BSBLDR511 Develop and use emotional intelligence • BSBLDR513 Communicate with influence • BSBMKG534 Design effective digital user experiences • BSBMKG535 Devise a search engine optimisation strategy • BSBMKG536 Develop strategies to monetise digital engagement • BSBMKG537 Develop a social media engagement plan • BSBPMG621 Facilitate stakeholder engagement • BSBPMG622 Implement program governance • BSBPMG623 Manage benefits • BSBPMG624 Engage in collaborative alliances • BSBPRC401 Plan procurement • BSBPRC402 Negotiate contracts • BSBPRC403 Conduct international procurement • BSBPRC501 Manage procurement strategies • BSBPRC502 Manage supplier relationships • BSBPRC503 Manage international procurement • BSBPRC504 Manage a supply chain • BSBRES411 Analyse and present research information

Version number	Release date	Comments
		<ul style="list-style-type: none"> • BSBSMB420 Evaluate and develop small business operations • BSBSMB421 Manage small business finances • BSBSMB422 Plan small business growth • BSBSMB423 Create a digital technology plan for small business • BSBWOR424 Develop a time management plan • BSBWRK520 Manage employee relations.
Version 2.0	January 2016	<p>Includes review of the following sectors:</p> <ul style="list-style-type: none"> • Sustainability (1 new qualification and 6 new units) • Governance (1 new qualification and 9 new units) • Marketing and Advertising (3 new qualifications and 12 new units) • Small Business (2 new qualifications and 6 new units). <p>One new skill set to meet industry requirements:</p> <ul style="list-style-type: none"> • BSBS00089 Workplace Innovation Skill Set. <p>The following qualifications have been moved from <i>CUL11 Library, Information and Cultural Services Training Package</i> Version 1 to <i>BSB Business Services Training Package</i> Version 2.0 and have been updated to meet the <i>Standards for Training Packages</i>:</p> <ul style="list-style-type: none"> • CUL30111 Certificate III in Information and Cultural Services • CUL40111 Certificate IV in Library, Information and Cultural Services • CUL50111 Diploma of Library and Information Services. <p>The following qualifications have been moved from <i>TAE10 Training and Education Training Package</i> Version 3.4 to <i>BSB Business Services Training Package</i> Version 2.0 and have been updated to meet the <i>Standards for Training Packages</i>:</p> <ul style="list-style-type: none"> • TAE70210 Graduate Certificate in Management (Learning) • TAE80210 Graduate Diploma of Management (Learning). <p>Industry Skills Council (ISC) upgrade to update unit lists and correct typographical errors.</p>
Version 1.2	June 2015	Industry Skills Council (ISC) upgrade to correct typographical errors.
Version 1.1	April 2015	Industry Skills Council (ISC) upgrade to correct mapping and typographical errors.
Version 1.0	March 2015	<p>Primary release of restructured <i>BSB Business Services Training Package</i>.</p> <p>This release of the <i>BSB Business Services Training Package</i> contains 61 qualifications, 35 skill sets and 563 native units of competency (comprising 523 units updated to meet <i>Standards for Training Packages</i> 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 <i>FNS10 Financial Services Training Package</i> to <i>BSB Business Services Training Package</i>.</p>

Who is this Guide for?

The Implementation Guide is designed to assist assessors, trainers, registered training organisations (RTOs) and enterprises to deliver nationally endorsed industry training packages.

Nationally endorsed training packages are developed to meet the *Standards for Training Packages 2012* which were ratified by Commonwealth and State/Territory ministers (and accompanying policies, which were ratified in 2019).

In addition to providing information relevant to all training packages, this guide also provides information and advice about the history, structure, key features and application of the *BSB Business Services Training Package*.

What is in the Guide?

This *BSB Business Services Training Package* Implementation Guide provides:

- information relevant to all training packages
- lists of qualifications, skill sets and units of competency
- mapping information for qualifications, skill sets and units of competency
- specific information and advice about the history, structure, key features and application of the *BSB Business Services Training Package*.

What is a training package?

A training package is a set of nationally endorsed qualifications, units of competency and their assessment requirements developed for a specific industry or sector. A training package:

- specifies the skills and knowledge required to perform effectively in the workplace
- provides consistent components for training, assessing or recognising skills
- enables nationally recognised qualifications to be awarded through direct assessment of workplace competencies
- promotes flexible modes of training to suit individual and industry requirements
- encourages learning and assessment in a work-related environment that leads to verifiable workplace outcomes
- may also provide support materials.

While a training package *does* specify workplace skills and knowledge requirements, it *does not* suggest how a learner should be trained. Users of training packages, such as trainers or assessors, must develop learning and assessment strategies that support the needs of their particular learners.

Components of PwC's Skills for Australia training packages

Training packages consist of the following endorsed components:

- **Qualifications** that consist of units of competency packaged into meaningful groups to meet workplace roles and aligned to vocational qualification levels identified in the Australian Qualifications Framework (AQF).
- **Units of competency** that specify the standards of performance required in the workplace.
- **Assessment requirements** that specify the performance evidence, knowledge evidence and conditions for assessment for each unit of competency.
- **Credit arrangements** which specify details of existing credit arrangements between vocational and higher education qualifications in accordance with the AQF. Currently no credit arrangements exist between any PwC's Skills for Australia training package qualifications and higher education qualifications.

Training packages may also include non-endorsed components, such as:

- **Skill sets**, which are groups of endorsed units of competency that address a defined industry need or licensing or regulatory requirement.
- **Companion volumes** (including this Implementation Guide), which provide support for delivery and assessment.
- **User guides**, which provide information about specific BSB Training Package components.

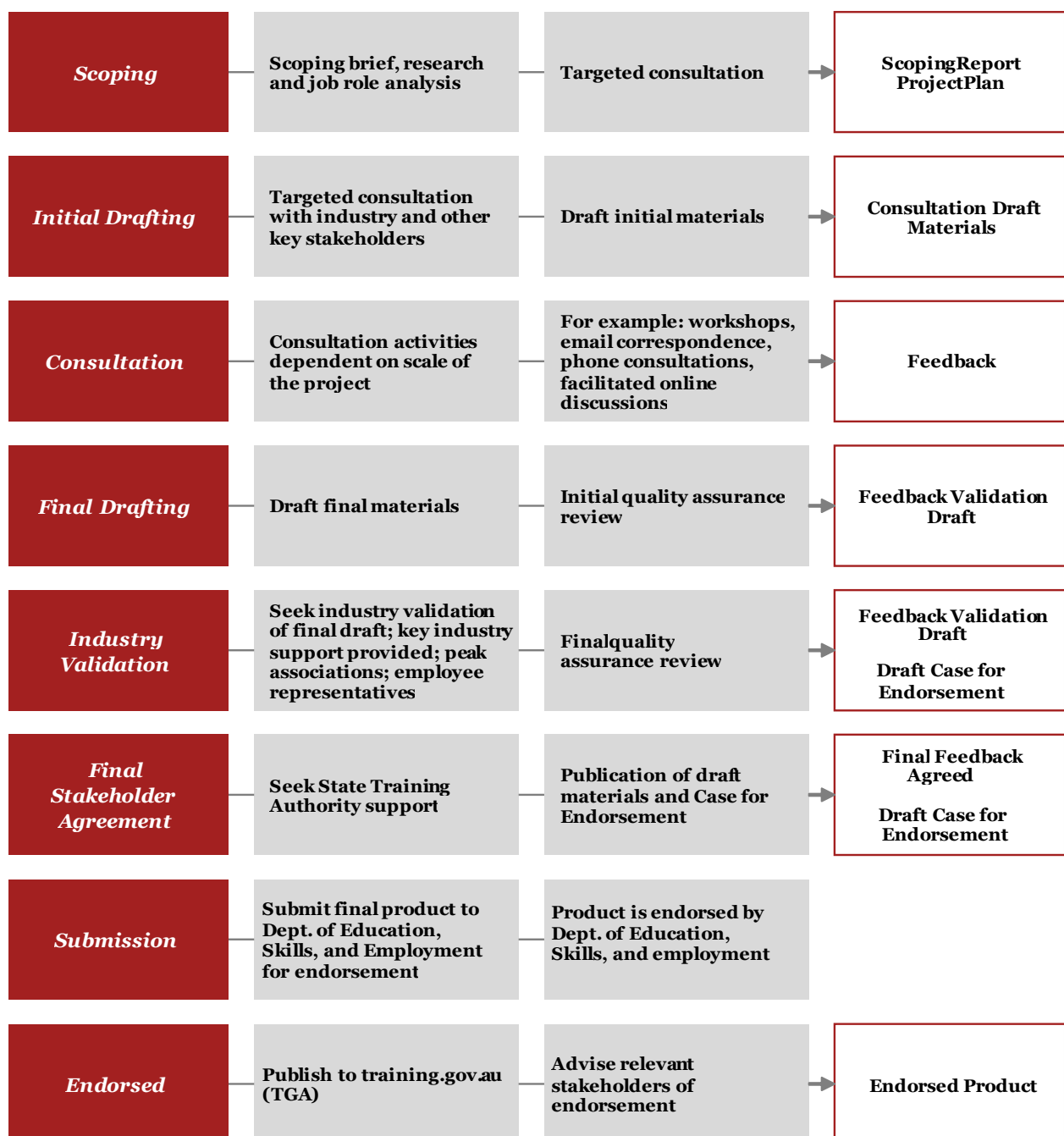
Training package development and endorsement process

Nationally endorsed training packages are developed to meet the *Standards for Training Packages 2012* (and accompanying policies) which are ratified by Commonwealth and State and Territory ministers.

More information about training package standards and policies is available on the Department of Education, Skills and Employment website:

<https://www.employment.gov.au/training-packages>

Training packages are developed to meet the training needs of specific industries and sectors. They differ from education and training courses in that they must be created with industry involvement and extensive national consultation. They undergo a continuous improvement review process and are updated to ensure they remain current and relevant. The following diagram demonstrates PwC's Skills for Australia development/review process.



Who can deliver and assess a qualification?

For the purpose of national recognition, delivery and assessment must be conducted by an RTO with the qualifications or specific units of competency on its scope of registration.

All RTOs must comply with the requirements set out in applicable national frameworks and standards. The current registering bodies, frameworks and standards, and which type of RTO they apply to, are shown in the table on the following page. Users of this Implementation Guide are advised to check the applicable standards for their particular circumstances.

More information relevant to RTO compliance requirements can be found at:

<http://www.asqa.gov.au/about/australias-vet-sector/vet-quality-framework>

RTOs must make sure that training and assessment complies with the relevant standards. This includes ensuring that training delivery and assessment is conducted by those who:

- have the necessary training and assessment competencies
- have the relevant vocational competencies, at least to the level being delivered or assessed
- can demonstrate current industry skills directly relevant to the training/assessment being delivered
- continue to develop their vocational education and training (VET) knowledge and skills, industry currency and trainer/assessor competence.

In some cases, RTOs may need to use team-based or collaborative approaches to bring together all the necessary skills and knowledge to train and assess the full range of skills within a program of vocational training.

Check for specific assessor requirements in the *Assessment Conditions* section of the assessment requirements for the unit of competency.

Summary of Frameworks and Standards for RTOs

Registering body	Standards	Applicable RTOs
Australian Skills Quality Authority (ASQA)	Standards for Registered Training Organisations (RTOs) 2015	RTOs that deliver training in the Australian Capital Territory, New South Wales, the Northern Territory, South Australia, Queensland, or Tasmania RTOs in Victoria and Western Australia that offer training to overseas students and/or students (including online courses) in the Australian Capital Territory, New South Wales, the Northern Territory, South Australia, Queensland, or Tasmania
Training Accreditation Council (WA TAC)	Standards for Registered Training Organisations (RTOs) 2015	RTOs that deliver vocational education and training solely in Western Australia and do not intend to apply to be registered on the Commonwealth Register of Institutions and Courses for Overseas Learners (CRICOS)
Victorian Registration and Qualifications Authority (VRQA)	AQTF Essential Conditions and Standards for Initial Registration AQTF Essential Conditions and Standards for Continuing Registration VRQA Guidelines for VET Providers	RTOs that deliver vocational education and training solely in Victoria and do not intend to apply to be registered on the Commonwealth Register of Institutions and Courses for Overseas Learners (CRICOS)

Qualifications in BSB Business Services Training Package

Qualifications in BSB Business Services Training Package Version 7.0	
Code	Title
BSB20120	Certificate II in Workplace Skills
BSB30120	Certificate III in Business
BSB30220	Certificate III in Entrepreneurship and New Business
BSB30320	Certificate III in Legal Services
BSB30420	Certificate III in Library and Information Services
BSB30719	Certificate III in Work Health and Safety
BSB40120	Certificate IV in Business
BSB40220	Certificate IV Aboriginal and Torres Strait Islander Governance
BSB40320	Certificate IV in Entrepreneurship and New Business
BSB40420	Certificate IV in Human Resource Management
BSB40520	Certificate IV in Leadership and Management
BSB40620	Certificate IV in Legal Services
BSB40720	Certificate IV in Library and Information Services
BSB40820	Certificate IV in Marketing and Communication
BSB40920	Certificate IV in Project Management Practice
BSB41419	Certificate IV in Work Health and Safety
BSB50120	Diploma of Business
BSB50220	Diploma of Aboriginal and Torres Strait Islander Governance
BSB50320	Diploma of Human Resource Management
BSB50420	Diploma of Leadership and Management
BSB50520	Diploma of Library and Information Services
BSB50620	Diploma of Marketing and Communication
BSB50720	Diploma of Paralegal Services
BSB50820	Diploma of Project Management
BSB50920	Diploma of Quality Auditing
BSB51319	Diploma of Work Health and Safety
BSB60120	Advanced Diploma of Business
BSB60220	Advanced Diploma of Conveyancing
BSB60320	Advanced Diploma of Human Resource Management
BSB60420	Advanced Diploma of Leadership and Management
BSB60520	Advanced Diploma of Marketing and Communication
BSB60619	Advanced Diploma of Work Health and Safety
BSB60720	Advanced Diploma of Program Management
BSB80120	Graduate Diploma of Management (Learning)
BSB80220	Graduate Diploma of Portfolio Management
BSB80320	Graduate Diploma of Strategic Leadership

Skill sets in BSB Business Services Training Package

Skill sets in BSB Business Services Training Package Version 7.0	
Code	Title
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
BSBSS00095	Lead Auditor Skill Set
BSBSS00096	Innovation Practice Skill Set
BSBSS00097	Innovation Leadership Skill Set
BSBSS00098	Marketing Foundations Skill Set
BSBSS00099	Communications and Public Relations Foundations Skill Set
BSBSS00100	Business Operations Support Skill Set
BSBSS00101	Business Operations Management Skill Set
BSBSS00102	Micro Business Skill Set
BSBSS00103	New Business Ventures Skill Set
BSBSS00104	Small Business Management Skill Set
BSBSS00105	Human Resources Foundations Skill Set
BSBSS00106	Introduction to Paralegal Services Skill Set
BSBSS00107	Marketing and Communication Foundations Skill Set
BSBSS00108	Marketing and Communication Skill Set
BSBSS00109	Introduction to Team Management Skill Set
BSBSS00110	Business Development Skill Set
BSBSS00111	Human Resources Advisor Skill Set
BSBSS00112	Workplace Technology Skill Set
BSBSS00113	Digital Business Administration Skill Set
BSBSS00114	Organisational Governance Skill Set
BSBSS00115	Copyright Management Skill Set
BSBSS00116	Campaign Management Skill Set
BSBSS00117	Diversity and Inclusion Skill Set
BSBSS00118	Procurement Manager Skill Set
BSBSS00119	Customer Service Skill Set
BSBSS00120	Administrative Assistant Skill Set
BSBSS00121	Medical Administration Skill Set
BSBSS00122	Compliance Skill Set
BSBSS00123	Records and Information Management Skill Set
BSBSS00124	Workplace IT Foundations Skill Set
BSBSS00125	Workplace Foundations Skill Set

Units in BSB Business Services Training Package

Units of competency in <i>BSB Business Services Training Package Version 7.0</i>	
Code	Title
BSBATSIC411	Communicate with the community
BSBATSIC412	Maintain and protect cultural values in the organisation
BSBATSIC511	Plan and conduct a community meeting
BSBATSIL408	Manage a board meeting
BSBATSIL411	Undertake the roles and responsibilities of a board member
BSBATSIL412	Participate effectively as a board member
BSBATSIL413	Review and apply the constitution
BSBATSIL503	Manage conflict
BSBATSIL510	Appoint and work with a manager
BSBATSIL511	Lead the organisation's strategic planning cycle
BSBATSIL512	Be a leader in the community
BSBATSIM412	Implement a businesslike approach
BSBATSIM414	Oversee the organisation's annual budget
BSBATSIM416	Oversee organisational planning
BSBATSIM417	Implement organisational plans
BSBATSIM418	Oversee financial management
BSBATSIM419	Contribute to the development and implementation of organisational policies
BSBATSIM420	Oversee asset management
BSBATSIM421	Support a positive and culturally appropriate workplace culture
BSBATSIM505	Control organisational finances
BSBATSIM506	Develop employment policies
BSBATSIM511	Develop enterprise opportunities
BSBATSIM514	Recruit and induct staff
BSBATSIW416	Obtain and manage consultancy services
BSBATSIW417	Select and use technology
BSBATSIW514	Represent your organisation
BSBATSIW515	Secure funding
BSBAUD411	Participate in quality audits
BSBAUD412	Work within compliance frameworks
BSBAUD511	Initiate quality audits
BSBAUD512	Lead quality audits
BSBAUD513	Report on quality audits
BSBAUD514	Interpret compliance requirements
BSBAUD515	Evaluate and review compliance
BSBAUD516	Develop and monitor processes for the management of breaches in compliance requirements
BSBAUD601	Establish and manage compliance management systems
BSBCMM211	Apply communication skills
BSBCMM411	Make presentations
BSBCMM412	Lead difficult conversations
BSBCMM511	Communicate with influence
BSBCNV511	Take instructions in relation to a conveyancing transaction
BSBCNV512	Finalise the conveyancing transaction
BSBCNV611	Interpret a legal document and provide advice in a conveyancing transaction
BSBCNV612	Identify and apply legal requirements for a conveyancing transaction
BSBCNV613	Prepare legal documents for a conveyancing transaction

Units of competency in BSB Business Services Training Package Version 7.0	
Code	Title
BSBCNV614	Apply principles of trust accounting
BSBCNV615	Interpret search results for a conveyancing transaction
BSBCNV616	Comply with tax obligations in a conveyancing transaction
BSBCRT201	Develop and apply thinking and problem solving skills
BSBCRT311	Apply critical thinking skills in a team environment
BSBCRT411	Apply critical thinking to work practices
BSBCRT412	Articulate, present and debate ideas
BSBCRT413	Collaborate in creative processes
BSBCRT511	Develop critical thinking in others
BSBCRT512	Originate and develop concepts
BSBCRT611	Apply critical thinking for complex problem solving
BSBDAT201	Collect and record data
BSBDAT501	Analyse data
BSBESB301	Investigate business opportunities
BSBESB302	Develop and present business proposals
BSBESB303	Organise finances for new business ventures
BSBESB304	Determine resource requirements for new business ventures
BSBESB305	Address compliance requirements for new business ventures
BSBESB401	Research and develop business plans
BSBESB402	Establish legal and risk management requirements of new business ventures
BSBESB403	Plan finances for new business ventures
BSBESB404	Market new business ventures
BSBESB405	Manage compliance for small businesses
BSBESB406	Establish operational strategies and procedures for new business ventures
BSBESB407	Manage finances for new business ventures
BSBFIN301	Process financial transactions
BSBFIN302	Maintain financial records
BSBFIN401	Report on financial activity
BSBFIN501	Manage budgets and financial plans
BSBFIN502	Manage financial compliance
BSBFIN601	Manage organisational finances
BSBFIN801	Lead financial strategy development
BSBHRM411	Administer performance development processes
BSBHRM412	Support employee and industrial relations
BSBHRM413	Support the learning and development of teams and individuals
BSBHRM414	Use human resources information systems
BSBHRM415	Coordinate recruitment and onboarding
BSBHRM416	Process payroll
BSBHRM417	Support human resources functions and processes
BSBHRM521	Facilitate performance development processes
BSBHRM522	Manage employee and industrial relations
BSBHRM523	Coordinate the learning and development of teams and individuals
BSBHRM524	Coordinate workforce plan implementation
BSBHRM525	Manage recruitment and onboarding
BSBHRM526	Manage payroll

Units of competency in <i>BSB Business Services Training Package Version 7.0</i>	
Code	Title
BSBHRM527	Coordinate human resource functions and processes
BSBHRM528	Coordinate remuneration and employee benefits
BSBHRM529	Coordinate separation and termination processes
BSBHRM530	Coordinate rehabilitation and return to work programs
BSBHRM531	Coordinate health and wellness programs
BSBHRM611	Contribute to organisational performance development
BSBHRM612	Contribute to the development of employee and industrial relations strategies
BSBHRM613	Contribute to the development of learning and development strategies
BSBHRM614	Contribute to strategic workforce planning
BSBHRM615	Contribute to the development of diversity and inclusion strategies
BSBINS201	Process and maintain workplace information
BSBINS202	Handle receipt and dispatch of information
BSBINS203	Assist with circulation services
BSBINS301	Develop and use information literacy skills
BSBINS302	Organise workplace information
BSBINS303	Use knowledge management systems
BSBINS304	Process and maintain information resources
BSBINS305	Participate in cataloguing activities
BSBINS306	Provide multimedia support
BSBINS307	Retrieve information from records
BSBINS308	Control records
BSBINS309	Maintain business records
BSBINS401	Analyse and present research information
BSBINS402	Coordinate workplace information systems
BSBINS403	Obtain information from external and networked sources
BSBINS404	Search library and information databases
BSBINS405	Use integrated library management systems
BSBINS406	Assist customers to access information
BSBINS407	Consolidate and maintain library industry knowledge
BSBINS408	Provide information from and about records
BSBINS409	Maintain and monitor digital information and records
BSBINS410	Implement records systems for small business
BSBINS501	Implement information and knowledge management systems
BSBINS502	Coordinate data management
BSBINS503	Monitor compliance with copyright and licence requirements
BSBINS504	Maintain digital repositories
BSBINS505	Provide subject access and classify material
BSBINS506	Implement lending and borrowing processes for collections
BSBINS507	Use advanced functions of integrated library management systems
BSBINS508	Research and analyse information to meet library customer needs
BSBINS509	Promote literature and reading
BSBINS510	Develop community and stakeholder relationships in a library environment
BSBINS511	Develop and promote library activities, events and public programs
BSBINS512	Monitor business records systems
BSBINS513	Contribute to records management framework

Units of competency in <i>BSB Business Services Training Package Version 7.0</i>	
Code	Title
BSBINS514	Contribute to records retention and disposal schedule
BSBINS515	Participate in archiving activities
BSBINS516	Undertake cataloguing activities
BSBINS601	Manage knowledge and information
BSBINS602	Extend own information literacy skills to locate information
BSBINS603	Initiate and lead applied research
BSBINS604	Contribute to collection management
BSBLDR301	Support effective workplace relationships
BSBLDR411	Demonstrate leadership in the workplace
BSBLDR412	Communicate effectively as a workplace leader
BSBLDR413	Lead effective workplace relationships
BSBLDR414	Lead team effectiveness
BSBLDR521	Lead the development of diverse workforces
BSBLDR522	Manage people performance
BSBLDR523	Lead and manage effective workplace relationships
BSBLDR601	Lead and manage organisational change
BSBLDR602	Provide leadership across the organisation
BSBLDR811	Lead strategic transformation
BSBLDR812	Develop and cultivate collaborative partnerships and relationships
BSBLDR813	Lead and influence ethical practice
BSBLEG311	Work in a legal services environment
BSBLEG312	Carry out search of the public record
BSBLEG313	Lodge documents in a legal services environment
BSBLEG314	Protect information in a legal services environment
BSBLEG315	Assist in planning activities in a legal services environment
BSBLEG421	Apply understanding of the Australian legal system
BSBLEG422	Maintain a file in a legal services environment
BSBLEG423	Conduct simple legal research
BSBLEG424	Support the drafting of complex legal documents
BSBLEG425	Apply principles of legal project management
BSBLEG521	Conduct and apply legal research
BSBLEG522	Apply legal principles in contract law matters
BSBLEG523	Apply legal principles in tort law matters
BSBLEG524	Apply principles of evidence law in matters under litigation
BSBLEG525	Apply legal principles in intellectual property law matters
BSBLEG526	Apply legal principles in criminal law matters
BSBLEG527	Apply legal principles in family law matters
BSBLEG528	Apply legal principles in property law matters
BSBLEG529	Apply legal principles in corporation law matters
BSBLEG530	Apply legal principles in wills and probate matters
BSBLEG531	Apply legal principles in administrative law matters
BSBLEG532	Assist with court procedure
BSBLEG533	Support alternative dispute resolution processes
BSBLEG534	Take instructions in a legal services environment
BSBMED301	Interpret and apply medical terminology appropriately

Units of competency in <i>BSB Business Services Training Package Version 7.0</i>	
Code	Title
BSBMED302	Prepare and process medical accounts
BSBMED303	Maintain patient records
BSBMED304	Assist in controlling stocks and supplies
BSBMED305	Apply the principles of confidentiality, privacy and security within the medical environment
BSBMED401	Manage patient recordkeeping system
BSBMKG431	Assess marketing opportunities
BSBMKG432	Research international markets
BSBMKG433	Undertake marketing activities
BSBMKG434	Promote products and services
BSBMKG435	Analyse consumer behaviour
BSBMKG436	Design and test direct marketing activities
BSBMKG437	Create and optimise digital media
BSBMKG438	Implement and monitor advertising production
BSBMKG439	Develop and apply knowledge of communications industry
BSBMKG440	Apply marketing communication across a convergent industry
BSBMKG441	Develop public relations documents
BSBMKG442	Conduct e-marketing communications
BSBMKG541	Identify and evaluate marketing opportunities
BSBMKG542	Establish and monitor the marketing mix
BSBMKG543	Plan and interpret market research
BSBMKG544	Plan and monitor direct marketing activities
BSBMKG545	Conduct marketing audits
BSBMKG546	Develop social media engagement plans
BSBMKG547	Develop strategies to monetise digital engagement
BSBMKG548	Forecast international market and business needs
BSBMKG549	Profile and analyse consumer behaviour for international markets
BSBMKG550	Promote products and services to international markets
BSBMKG551	Create multiplatform advertisements for mass media
BSBMKG552	Design and develop marketing communication plans
BSBMKG553	Develop public relations campaigns
BSBMKG554	Plan and develop public relations publications
BSBMKG555	Write persuasive copy
BSBMKG621	Develop organisational marketing strategy
BSBMKG622	Manage organisational marketing processes
BSBMKG623	Develop marketing plans
BSBMKG624	Manage market research
BSBMKG625	Implement and manage international marketing programs
BSBMKG626	Develop advertising campaigns
BSBMKG627	Execute advertising campaigns
BSBMKG628	Lead organisational public relations
BSBOPS101	Use business resources
BSBOPS201	Work effectively in business environments
BSBOPS202	Engage with customers
BSBOPS203	Deliver a service to customers
BSBOPS301	Maintain business resources

Units of competency in <i>BSB Business Services Training Package Version 7.0</i>	
Code	Title
BSBOPS302	Identify business risk
BSBOPS303	Organise schedules
BSBOPS304	Deliver and monitor a service to customers
BSBOPS305	Process customer complaints
BSBOPS306	Record stakeholder interactions
BSBOPS401	Coordinate business resources
BSBOPS402	Coordinate business operational plans
BSBOPS403	Apply business risk management processes
BSBOPS404	Implement customer service strategies
BSBOPS405	Organise business meetings
BSBOPS406	Participate in organisational governance
BSBOPS501	Manage business resources
BSBOPS502	Manage business operational plans
BSBOPS503	Develop administrative systems
BSBOPS504	Manage business risk
BSBOPS505	Manage organisational customer service
BSBOPS601	Develop and implement business plans
BSBOPS602	Monitor corporate governance activities
BSBPEF101	Plan and prepare for work readiness
BSBPEF201	Support personal wellbeing in the workplace
BSBPEF202	Plan and apply time management
BSBPEF301	Organise personal work priorities
BSBPEF302	Develop self-awareness
BSBPEF401	Manage personal health and wellbeing
BSBPEF402	Develop personal work priorities
BSBPEF403	Lead personal development
BSBPEF501	Manage personal and professional development
BSBPEF502	Develop and use emotional intelligence
BSBPMG420	Apply project scope management techniques
BSBPMG421	Apply project time management techniques
BSBPMG422	Apply project quality management techniques
BSBPMG423	Apply project cost management techniques
BSBPMG424	Apply project human resources management approaches
BSBPMG425	Apply project information management and communications techniques
BSBPMG426	Apply project risk management techniques
BSBPMG427	Apply project procurement procedures
BSBPMG428	Apply project life cycle management processes
BSBPMG429	Apply project stakeholder engagement techniques
BSBPMG430	Undertake project work
BSBPMG530	Manage project scope
BSBPMG531	Manage project time
BSBPMG532	Manage project quality
BSBPMG533	Manage project cost
BSBPMG534	Manage project human resources
BSBPMG535	Manage project information and communication

Units of competency in <i>BSB Business Services Training Package Version 7.0</i>	
Code	Title
BSBPMG536	Manage project risk
BSBPMG537	Manage project procurement
BSBPMG538	Manage project stakeholder engagement
BSBPMG539	Manage project governance
BSBPMG540	Manage project integration
BSBPMG541	Manage complex projects
BSBPMG630	Enable program execution
BSBPMG631	Manage program delivery
BSBPMG632	Manage program risk
BSBPMG633	Provide leadership for the program
BSBPMG634	Facilitate stakeholder engagement
BSBPMG635	Implement program governance
BSBPMG636	Manage benefits
BSBPMG637	Engage in collaborative alliances
BSBPMG810	Prioritise projects and programs
BSBPMG811	Select and balance the portfolio
BSBPMG812	Manage and review portfolio performance
BSBPMG813	Govern the portfolio
BSBPMG814	Lead the portfolio
BSBPMG815	Manage portfolio communications and change
BSBPMG816	Manage portfolio resources
BSBPMG817	Manage portfolio risk
BSBPRC401	Plan procurement
BSBPRC402	Negotiate contracts
BSBPRC403	Conduct international procurement
BSBPRC406	Conduct e-procurement
BSBPRC501	Manage procurement strategies
BSBPRC502	Manage supplier relationships
BSBPRC503	Manage international procurement
BSBPRC504	Manage a supply chain
BSBPRC505	Manage ethical procurement strategy
BSBPUR301	Purchase goods and services
BSBSTR301	Contribute to continuous improvement
BSBSTR401	Promote innovation in team environments
BSBSTR402	Implement continuous improvement
BSBSTR501	Establish innovative work environments
BSBSTR502	Facilitate continuous improvement
BSBSTR503	Develop organisational policy
BSBSTR601	Manage innovation and continuous improvement
BSBSTR602	Develop organisational strategies
BSBSTR603	Develop business continuity plans
BSBSTR801	Lead innovative thinking and practice
BSBSTR802	Lead strategic planning processes for an organisation
BSBSTR803	Establish business continuity management strategies
BSBSUS211	Participate in sustainable work practices

Units of competency in BSB Business Services Training Package Version 7.0	
Code	Title
BSBSUS411	Implement and monitor environmentally sustainable work practices
BSBSUS412	Develop and implement workplace sustainability plans
BSBSUS413	Evaluate and report on workplace sustainability
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBSUS601	Lead corporate social responsibility
BSBTEC101	Operate digital devices
BSBTEC201	Use business software applications
BSBTEC202	Use digital technologies to communicate in a work environment
BSBTEC203	Research using the internet
BSBTEC301	Design and produce business documents
BSBTEC302	Design and produce spreadsheets
BSBTEC303	Create electronic presentations
BSBTEC401	Design and produce complex text documents
BSBTEC402	Design and produce complex spreadsheets
BSBTEC403	Apply digital solutions to work processes
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBTEC405	Review and maintain organisation's digital presence
BSBTEC501	Develop and implement an e-commerce strategy
BSBTEC601	Review organisational digital strategy
BSBTWK201	Work effectively with others
BSBTWK301	Use inclusive work practices
BSBTWK401	Build and maintain business relationships
BSBTWK501	Lead diversity and inclusion
BSBTWK502	Manage team effectiveness
BSBTWK503	Manage meetings
BSBTWK601	Develop and maintain strategic business networks
BSBWHS211	Contribute to the health and safety of self and others
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
BSBWHS311	Assist with maintaining workplace safety
BSBWHS331	Participate in identifying and controlling hazardous chemicals
BSBWHS411	Implement and monitor WHS policies, procedures and programs
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
BSBWHS418	Assist with managing WHS compliance of contractors
BSBWHS419	Contribute to implementing WHS monitoring processes
BSBWHS431	Develop processes and procedures for controlling hazardous chemicals in the workplace
BSBWHS504	Manage WHS risks
BSBWHS512	Contribute to managing work-related psychological health and safety

Units of competency in <i>BSB Business Services Training Package Version 7.0</i>	
Code	Title
BSBWHS513	Lead WHS risk management
BSBWHS514	Manage WHS compliance of contractors
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 information system
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
BSBWHS531	Implement and evaluate system of work for managing hazardous chemicals
BSBWHS603	Implement WHS risk management
BSBWHS605	Develop, implement and maintain WHS management systems
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
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
BSBWRT311	Write simple documents
BSBWRT411	Write complex documents
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
BSBXCM301	Engage in workplace communication
BSBXCM401	Apply communication strategies in the workplace
BSBXCM501	Lead communication in the workplace
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
BSBXDB301	Respond to the service needs of customers and clients with disability
BSBXDB401	Develop and implement recruitment processes that are inclusive of people with disability
BSBXDB501	Support staff members with disability in the workplace

Units of competency in <i>BSB Business Services Training Package Version 7.0</i>	
Code	Title
BSBXDB502	Adapt organisations to enhance accessibility for people with disability
BSBXTW301	Work in a team
BSBXTW401	Lead and facilitate a team

Mapping to previous version of the training package

Mapping information can be useful for delivery and assessment as it:

- explains the extent of changes between previous and current versions of qualifications, skill sets and units of competency to assist users in identifying how previous training materials can be adapted
- shows whether the outcomes of the previous and current versions are equivalent or not equivalent
- shows newly created components as well as any components deleted from the training package.

Key to mapping tables below		
E	Equivalent	Where the workplace outcomes of the superseded and superseding training package components are equivalent.
NE	Not equivalent	Where a training package component is superseded, and the workplace outcome of the component has changed.
NC	Newly created	Where the training package component has been created to address an emerging skill or task required by industry.
D	Deleted	Where a training package component is deleted as the skill or task is no longer required by industry.

Qualification mapping

The table below maps those *BSB Business Services Training Package* qualifications affected by the update from Version 6.0 to Version 7.0.

Qualification mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
BSB10115 Certificate I in Business	BSB20120 Certificate II in Workplace Skills	Amalgamated three qualifications to create one: <ul style="list-style-type: none"> • BSB10115 Certificate I in Business • BSB20115 Certificate II in Business • BSB20215 Certificate II in Customer Engagement. Changed total number of units, core and elective unit lists. Created elective groups.	NE
BSB20115 Certificate II in Business	BSB20120 Certificate II in Workplace Skills	Amalgamated three qualifications to create one: <ul style="list-style-type: none"> • BSB10115 Certificate I in Business • BSB20115 Certificate II in Business • BSB20215 Certificate II in Customer Engagement. Changed total number of units, core and elective unit lists. Created elective groups.	NE

Qualification mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
BSB20215 Certificate II in Customer Engagement	BSB20120 Certificate II in Workplace Skills	Amalgamated three qualifications to create one: <ul style="list-style-type: none"> BSB10115 Certificate I in Business BSB20115 Certificate II in Business BSB20215 Certificate II in Customer Engagement Changed total number of units, core and elective unit lists. Created elective groups.	NE
BSB30115 Certificate III in Business	BSB30120 Certificate III in Business	Amalgamated six qualifications to create one: <ul style="list-style-type: none"> BSB30115 Certificate III in Business BSB30215 Certificate III in Customer Engagement BSB30415 Certificate III in Business Administration BSB30815 Certificate III in Recordkeeping BSB30915 Certificate III in Business Administration (Education) BSB3115 Certificate III in Business Administration (Medical). Changed total number of units, core and elective unit lists. Created elective groups and added specialisations.	NE
BSB30215 Certificate III in Customer Engagement	BSB30120 Certificate III in Business	Amalgamated six qualifications to create one: <ul style="list-style-type: none"> BSB30115 Certificate III in Business BSB30215 Certificate III in Customer Engagement BSB30415 Certificate III in Business Administration BSB30815 Certificate III in Recordkeeping BSB30915 Certificate III in Business Administration (Education) BSB3115 Certificate III in Business Administration (Medical). Changed total number of units, core and elective unit lists. Created elective groups and added specialisations.	NE
BSB30315 Certificate III in Micro Business Operations	BSB30220 Certificate III in Entrepreneurship and New Business	Changed qualification title and Packaging Rules. Updated superseded core units. Changed elective unit list.	E

Qualification mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
BSB30415 Certificate III in Business Administration	BSB30120 Certificate III in Business	Amalgamated six qualifications to create one: <ul style="list-style-type: none"> BSB30115 Certificate III in Business BSB30215 Certificate III in Customer Engagement BSB30415 Certificate III in Business Administration BSB30815 Certificate III in Recordkeeping BSB30915 Certificate III in Business Administration (Education) BSB31115 Certificate III in Business Administration (Medical). Changed total number of units, core and elective unit lists. Created elective groups and added specialisations.	NE
BSB30515 Certificate III in Business Administration (International Education)	-	Qualification deleted.	D
BSB30615 Certificate III in International Trade	-	Qualification deleted.	D
BSB30815 Certificate III in Recordkeeping	BSB30120 Certificate III in Business	Amalgamated six qualifications to create one: <ul style="list-style-type: none"> BSB30115 Certificate III in Business BSB30215 Certificate III in Customer Engagement BSB30415 Certificate III in Business Administration BSB30815 Certificate III in Recordkeeping BSB30915 Certificate III in Business Administration BSB31115 Certificate III in Business Administration (Medical). Changed total number of units, core and elective unit lists. Created elective groups and added specialisations.	NE
BSB30915 Certificate III in Business Administration (Education)	BSB30120 Certificate III in Business	Amalgamated six qualifications to create one: <ul style="list-style-type: none"> BSB30115 Certificate III in Business BSB30215 Certificate III in Customer Engagement BSB30415 Certificate III in Business Administration BSB30815 Certificate III in Recordkeeping BSB30915 Certificate III in Business Administration (Education) BSB31115 Certificate III in Business Administration (Medical). Changed total number of units, core and elective unit lists. Created elective groups and added specialisations.	NE
BSB31015 Certificate III in Business Administration (Legal)	BSB30320 Certificate III in Legal Services	Changed qualification title and Packaging Rules. Changed total number of units. Added core units. Streamlined elective groups.	NE

Qualification mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
BSB31115 Certificate III in Business Administration (Medical)	BSB30120 Certificate III in Business	<p>Amalgamated six qualifications to create one:</p> <ul style="list-style-type: none"> • BSB30115 Certificate III in Business • BSB30215 Certificate III in Customer Engagement • BSB30415 Certificate III in Business Administration • BSB30815 Certificate III in Recordkeeping • BSB30915 Certificate III in Business Administration (Education) • BSB31115 Certificate III in Business Administration (Medical). <p>Changed total number of units, core and elective unit lists. Created elective groups and added specialisations.</p>	NE

Qualification mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
BSB31215 Certificate III in Library and Information Services	BSB30420 Certificate III in Library and Information Services	Changed Packaging Rules, core and elective unit lists. Updated elective groups.	NE
BSB40215 Certificate IV in Business	BSB40120 Certificate IV in Business	<p>Amalgamated eight qualifications to create one:</p> <ul style="list-style-type: none"> • BSB40215 Certificate IV in Business • BSB40315 Certificate IV in Customer Engagement • BSB40515 Certificate IV in Business Administration • BSB40615 Certificate IV in Business Sales • BSB41115 Certificate IV in International Trade • BSB41618 Certificate IV in Business (Procurement) • BSB41715 Certificate IV in Recordkeeping • BSB42315 Certificate IV in Environmental Management and Sustainability. <p>Changed total number of units, core and elective unit lists. Created elective groups and added specialisations.</p>	NE
BSB40315 Certificate IV in Customer Engagement	BSB40120 Certificate IV in Business	<p>Amalgamated eight qualifications to create one:</p> <ul style="list-style-type: none"> • BSB40215 Certificate IV in Business • BSB40315 Certificate IV in Customer Engagement • BSB40515 Certificate IV in Business Administration • BSB40615 Certificate IV in Business Sales • BSB41115 Certificate IV in International Trade • BSB41618 Certificate IV in Business (Procurement) • BSB41715 Certificate IV in Recordkeeping • BSB42315 Certificate IV in Environmental Management and Sustainability. <p>Changed total number of units, core and elective unit lists. Created elective groups and added specialisations.</p>	NE

Qualification mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
BSB40515 Certificate IV in Business Administration	BSB40120 Certificate IV in Business	Amalgamated eight qualifications to create one: <ul style="list-style-type: none"> BSB40215 Certificate IV in Business BSB40315 Certificate IV in Customer Engagement BSB40515 Certificate IV in Business Administration BSB40615 Certificate IV in Business Sales BSB41115 Certificate IV in International Trade BSB41618 Certificate IV in Business (Procurement) BSB41715 Certificate IV in Recordkeeping BSB42315 Certificate IV in Environmental Management and Sustainability. Changed total number of units, core and elective unit lists. Created elective groups and added specialisations.	NE
BSB40615 Certificate IV in Business Sales	BSB40120 Certificate IV in Business	Amalgamated eight qualifications to create one: <ul style="list-style-type: none"> BSB40215 Certificate IV in Business BSB40315 Certificate IV in Customer Engagement BSB40515 Certificate IV in Business Administration BSB40615 Certificate IV in Business Sales BSB41115 Certificate IV in International Trade BSB41618 Certificate IV in Business (Procurement) BSB41715 Certificate IV in Recordkeeping BSB42315 Certificate IV in Environmental Management and Sustainability. Changed total number of units, core and elective unit lists. Created elective groups and added specialisations.	NE
BSB40715 Certificate IV in Franchising	-	Qualification deleted.	D
BSB40915 Certificate IV in Governance	-	Qualification deleted.	D
BSB41015 Certificate IV in Human Resources	BSB40420 Certificate IV in Human Resource Management	Changed qualification title and Packaging Rules. Changed total number of units. Updated core units. Created elective groups.	NE

Qualification mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
BSB41115 Certificate IV in International Trade	BSB40120 Certificate IV in Business	<p>Amalgamated eight qualifications to create one:</p> <ul style="list-style-type: none"> • BSB40215 Certificate IV in Business • BSB40315 Certificate IV in Customer Engagement • BSB40515 Certificate IV in Business Administration • BSB40615 Certificate IV in Business Sales • BSB41115 Certificate IV in International Trade • BSB41618 Certificate IV in Business (Procurement) • BSB41715 Certificate IV in Recordkeeping • BSB42315 Certificate IV in Environmental Management and Sustainability. <p>Changed total number of units, core and elective unit lists. Created elective groups and added specialisations.</p>	NE
BSB41515 Certificate IV in Project Management Practice	BSB40920 Certificate IV in Project Management Practice	Updated superseded core and elective units. Changed elective unit list.	E
BSB41618 Certificate IV in Business (Procurement)	BSB40120 Certificate IV in Business	<p>Amalgamated eight qualifications to create one:</p> <ul style="list-style-type: none"> • BSB40215 Certificate IV in Business • BSB40315 Certificate IV in Customer Engagement • BSB40515 Certificate IV in Business Administration • BSB40615 Certificate IV in Business Sales • BSB41115 Certificate IV in International Trade • BSB41618 Certificate IV in Business (Procurement) • BSB41715 Certificate IV in Recordkeeping • BSB42315 Certificate IV in Environmental Management and Sustainability. <p>Changed total number of units, core and elective unit lists. Created elective groups and added specialisations.</p>	NE
BSB41715 Certificate IV in Recordkeeping	BSB40120 Certificate IV in Business	<p>Amalgamated eight qualifications to create one:</p> <ul style="list-style-type: none"> • BSB40215 Certificate IV in Business • BSB40315 Certificate IV in Customer Engagement • BSB40515 Certificate IV in Business Administration • BSB40615 Certificate IV in Business Sales • BSB41115 Certificate IV in International Trade • BSB41618 Certificate IV in Business (Procurement) 	NE

Qualification mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		<ul style="list-style-type: none"> BSB41715 Certificate IV in Recordkeeping BSB42315 Certificate IV in Environmental Management and Sustainability. <p>Changed total number of units, core and elective unit lists. Created elective groups and added specialisations.</p>	
BSB41915 Certificate IV in Business (Governance)	BSB40220 Certificate IV in Aboriginal and Torres Strait Islander Governance	Changed qualification title. Changed elective units. Created elective groups.	E
BSB42015 Certificate IV in Leadership and Management	BSB40520 Certificate IV in Leadership and Management	Changed Packaging Rules, core and elective unit lists.	E
BSB42115 Certificate IV in Library and Information Services	BSB40720 Certificate IV in Library and Information Services	Changed Packaging Rules, core and elective unit lists. Updated elective groups.	NE
BSB42215 Certificate IV in Legal Services	BSB40620 Certificate IV in Legal Services	Change total number of units. Changed Packaging Rules, core and elective unit lists. Created elective groups.	NE
BSB42315 Certificate IV in Environmental Management and Sustainability	BSB40120 Certificate IV in Business	<p>Amalgamated eight qualifications to create one:</p> <ul style="list-style-type: none"> BSB40215 Certificate IV in Business BSB40315 Certificate IV in Customer Engagement BSB40515 Certificate IV in Business Administration BSB40615 Certificate IV in Business Sales BSB41115 Certificate IV in International Trade BSB41618 Certificate IV in Business (Procurement) BSB41715 Certificate IV in Recordkeeping BSB42315 Certificate IV in Environmental Management and Sustainability. <p>Changed total number of units, core and elective unit lists. Created elective groups and added specialisations.</p>	NE
BSB42415 Certificate IV in Marketing and Communication	BSB40820 Certificate IV in Marketing and Communication	Changed Packaging Rules, core and elective unit lists. Created elective groups.	NE
BSB42518 Certificate IV in Small Business Management	BSB40320 Certificate IV in Entrepreneurship and New Business	<p>Amalgamated two qualifications to create one:</p> <ul style="list-style-type: none"> BSB42518 Certificate IV in Small Business Management BSB42618 Certificate IV in New Small Business. <p>Changed qualification title and Packaging Rules. Changed core and elective unit lists. Created elective groups.</p>	NE
BSB42618 Certificate IV in New Small Business	BSB40320 Certificate IV in Entrepreneurship and New Business	<p>Amalgamated two qualifications to create one:</p> <ul style="list-style-type: none"> BSB42518 Certificate IV in Small Business Management BSB42618 Certificate IV in New Small Business. 	E

Qualification mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		Changed qualification title and Packaging Rules. Changed core and elective unit lists. Created elective groups.	
BSB50215 Diploma of Business	BSB50120 Diploma of Business	Amalgamated seven qualifications to create one: <ul style="list-style-type: none"> BSB50215 Diploma of Business BSB50315 Diploma of Customer Engagement BSB50415 Diploma of Business Administration BSB50815 Diploma of International Business BSB51518 Diploma of Business (Procurement) BSB51715 Diploma of Recordkeeping BSB60815 Advanced Diploma of Recordkeeping. Changed total number of units, core and elective unit lists. Created elective groups and added specialisations.	NE
BSB50315 Diploma of Customer Engagement	BSB50120 Diploma of Business	Amalgamated seven qualifications to create one: <ul style="list-style-type: none"> BSB50215 Diploma of Business BSB50315 Diploma of Customer Engagement BSB50415 Diploma of Business Administration BSB50815 Diploma of International Business BSB51518 Diploma of Business (Procurement) BSB51715 Diploma of Recordkeeping BSB60815 Advanced Diploma of Recordkeeping. Changed total number of units, core and elective unit lists. Created elective groups and added specialisations.	NE
BSB50415 Diploma of Business Administration	BSB50120 Diploma of Business	Amalgamated seven qualifications to create one: <ul style="list-style-type: none"> BSB50215 Diploma of Business BSB50315 Diploma of Customer Engagement BSB50415 Diploma of Business Administration BSB50815 Diploma of International Business BSB51518 Diploma of Business (Procurement) BSB51715 Diploma of Recordkeeping BSB60815 Advanced Diploma of Recordkeeping. Changed total number of units, core and elective unit lists. Created elective groups and added specialisations.	NE
BSB50515 Diploma of Franchising	-	Qualification deleted.	D

Qualification mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
BSB50618 Diploma of Human Resources Management	BSB50320 Diploma of Human Resource Management	Changed qualification title. Changed total number of units. Added core unit. Created elective groups. Added Entry Requirements.	NE
BSB50715 Diploma of Business (Governance)	BSB50220 Diploma of Aboriginal and Torres Strait Islander Governance	Changed qualification title. Changed elective units. Created elective groups.	E
BSB50815 Diploma of International Business	BSB50120 Diploma of Business	Amalgamated seven qualifications to create one: <ul style="list-style-type: none"> BSB50215 Diploma of Business BSB50315 Diploma of Customer Engagement BSB50415 Diploma of Business Administration BSB50815 Diploma of International Business BSB51518 Diploma of Business (Procurement) BSB51715 Diploma of Recordkeeping BSB60815 Advanced Diploma of Recordkeeping. Changed total number of units, core and elective unit lists. Created elective groups and added specialisations.	NE
BSB51415 Diploma of Project Management	BSB50820 Diploma of Project Management	Changed Packaging Rules. Updated superseded core and elective units. Changed elective unit list.	E
BSB51518 Diploma of Business (Procurement)	BSB50120 Diploma of Business	Amalgamated seven qualifications to create one: <ul style="list-style-type: none"> BSB50215 Diploma of Business BSB50315 Diploma of Customer Engagement BSB50415 Diploma of Business Administration BSB50815 Diploma of International Business BSB51518 Diploma of Business (Procurement) BSB51715 Diploma of Recordkeeping BSB60815 Advanced Diploma of Recordkeeping. Changed total number of units, core and elective unit lists. Created elective groups and added specialisations.	NE
BSB51615 Diploma of Quality Auditing	BSB50920 Diploma of Quality Auditing	Changed total number of units and Packaging Rules. Added core units. Updated elective groups.	NE
BSB51715 Diploma of Recordkeeping	BSB50120 Diploma of Business	Amalgamated seven qualifications to create one: <ul style="list-style-type: none"> BSB50215 Diploma of Business BSB50315 Diploma of Customer Engagement BSB50415 Diploma of Business Administration BSB50815 Diploma of International Business 	NE

Qualification mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		<ul style="list-style-type: none"> BSB51518 Diploma of Business (Procurement) BSB51715 Diploma of Recordkeeping BSB60815 Advanced Diploma of Recordkeeping. <p>Changed total number of units, core and elective unit lists. Created elective groups and added specialisations.</p>	
BSB51918 Diploma of Leadership and Management	BSB50420 Diploma of Leadership and Management	Changed Packaging Rules, core and elective unit lists.	E
BSB52015 Diploma of Conveyancing	BSB60220 Advanced Diploma of Conveyancing	<p>Amalgamated two qualifications to create one:</p> <ul style="list-style-type: none"> BSB52015 Diploma of Conveyancing BSB61115 Advanced Diploma of Conveyancing. <p>Changed total number of units and Packaging Rules. Changed core and elective unit lists.</p>	NE
BSB52115 Diploma of Library and Information Services	BSB50520 Diploma of Library and Information Services	Changed Packaging Rules, core and elective unit lists. Updated elective groups.	NE
BSB52215 Diploma of Legal Services	BSB50720 Diploma of Paralegal Services	Changed qualification title. Changed total number of units. Added core units. Created elective groups. Added Entry Requirements.	NE
BSB52318 Diploma of Governance	-	Qualification deleted.	D
BSB52415 Diploma of Marketing and Communication	BSB50620 Diploma of Marketing and Communication	Changed Packaging Rules, core and elective unit lists. Created elective groups. Updated Entry Requirements.	NE
BSB60215 Advanced Diploma of Business	BSB60120 Advanced Diploma of Business	Changed total number of units. Added core units. Changed elective group unit lists. Added Entry Requirements.	NE
BSB60815 Advanced Diploma of Recordkeeping	BSB50120 Diploma of Business	<p>Amalgamated seven qualifications to create one:</p> <ul style="list-style-type: none"> BSB50215 Diploma of Business BSB50315 Diploma of Customer Engagement BSB50415 Diploma of Business Administration BSB50815 Diploma of International Business BSB51518 Diploma of Business (Procurement) BSB51715 Diploma of Recordkeeping BSB60815 Advanced Diploma of Recordkeeping. <p>Changed total number of units, core and elective unit lists. Created elective groups and added specialisations.</p>	NE
BSB60915 Advanced Diploma of Management (Human Resources)	BSB60320 Advanced Diploma of Human Resource Management	Changed qualification title. Changed total number of units. Added core units. Changed elective unit list. Added Entry Requirements.	NE
BSB61015 Advanced Diploma of Leadership and Management	BSB60420 Advanced Diploma of Leadership and Management	Changed Packaging Rules, core and elective unit lists. Added Entry Requirements.	NE

Qualification mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
BSB61115 Advanced Diploma of Conveyancing	BSB60220 Advanced Diploma of Conveyancing	Amalgamated two qualifications to create one: <ul style="list-style-type: none"> BSB52015 Diploma of Conveyancing BSB61115 Advanced Diploma of Conveyancing. Changed total number of units and Packaging Rules. Changed core and elective unit lists.	NE
BSB61218 Advanced Diploma of Program Management	BSB60720 Advanced Diploma of Program Management	Updated superseded core and elective units. Changed elective unit list.	E
BSB61315 Advanced Diploma of Marketing and Communication	BSB60520 Advanced Diploma of Marketing and Communication	Changed Packaging Rules, core and elective unit lists. Created elective groups. Updated Entry Requirements.	NE
BSB80215 Graduate Diploma of Strategic Leadership	BSB80320 Graduate Diploma of Strategic Leadership	Updated superseded core units. Changed elective unit list.	E
BSB80315 Graduate Certificate in Leadership Diversity	-	Qualification deleted.	D
BSB80415 Graduate Diploma of Portfolio Management	BSB80220 Graduate Diploma of Portfolio Management	Updated superseded core and elective units. Changed elective unit list.	E
BSB80515 Graduate Certificate in Management (Learning)	BSB80120 Graduate Diploma of Management (Learning)	Amalgamated two qualifications to create one: <ul style="list-style-type: none"> BSB80515 Graduate Certificate in Management (Learning) BSB80615 Graduate Diploma of Management (Learning). Changed Packaging Rules, core and elective unit lists.	NE
BSB80615 Graduate Diploma of Management (Learning)	BSB80120 Graduate Diploma of Management (Learning)	Amalgamated two qualifications to create one: <ul style="list-style-type: none"> BSB80515 Graduate Certificate in Management (Learning) BSB80615 Graduate Diploma of Management (Learning). Changed Packaging Rules, core and elective unit lists.	NE

No further qualifications were created, deleted or changed in the update from Version 6.0 to Version 7.0. Those qualifications not included in the mapping table above are listed in the Qualifications in BSB Business Services Training Package table

Skill set mapping

The table below maps those *BSB Business Services Training Package* skill sets affected by the update from Version 6.0 to Version 7.0.

Skill set mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
BSBSS00033 Aspiring Supervisor Skill Set	-	Skill set deleted.	D
BSBSS00034 Basic Customer Engagement Skill Set	-	Skill set deleted.	D
BSBSS00035 Copyright Skill Set	BSBSS00115 Copyright Management Skill Set	Significant updates made to Skill Set Requirements.	NE
BSBSS00036 Design Fundamentals Skill Set	-	Skill set deleted.	D
BSBSS00037 Design Protection Skill Set	-	Skill set deleted.	D
BSBSS00038 Franchising Skill Set	-	Skill set deleted.	D
BSBSS00039 Governance Induction Skill Set	-	Skill set deleted.	D
BSBSS00040 Innovation Leadership Skill Set	-	Skill set deleted.	D
BSBSS00041 Innovation Practice Skill Set	BSBSS00096 Innovation Practice Skill Set	Significant updates made to Skill Set Requirements.	NE
BSBSS00042 Intellectual Property Strategic Management Skill Set	-	Skill set deleted.	D
BSBSS00043 Key Management Skill Set	-	Skill set deleted.	D
BSBSS00044 Key Recordkeeping Skill Set	-	Skill set deleted.	D
BSBSS00045 Legal Transcription Skill Set	-	Skill set deleted.	D
BSBSS00046 Managing Innovation Skill Set	-	Skill set deleted.	D
BSBSS00047 Medical Transcription Skill Set	-	Skill set deleted.	D
BSBSS00048 Patent Skill Set	-	Skill set deleted.	D
BSBSS00049 Small Business Contracting Skill Set	-	Skill set deleted.	D
BSBSS00050 Small Business Financial Management Skill Set	-	Skill set deleted.	D
BSBSS00051 Small Business Home-Based Business Skill Set	-	Skill set deleted.	D
BSBSS00052 Small Business ATSI Corporate Governance Skill Set	-	Skill set deleted.	D
BSBSS00053 Small Business Intellectual Property Skill Set	-	Skill set deleted.	D
BSBSS00054 Small Business Marketing Skill Set	-	Skill set deleted.	D
BSBSS00055 Small Business Operations Preparatory Skill Set	-	Skill set deleted.	D
BSBSS00056 Small Business Preparatory Skill Set	-	Skill set deleted.	D
BSBSS00057 Trade Mark Skill Set	-	Skill set deleted.	D
BSBSS00058 Workforce Development Implementation Skill Set	-	Skill set deleted.	D

Skill set mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
BSBSS00059 Workforce Planning and Development Skill Set	-	Skill set deleted.	D
BSBSS00060 Energy Efficiency in Business Skill Set	-	Skill set deleted.	D
BSBSS00061 Cloud Computing and Digital Skills for Business Skill Set	-	Skill set deleted.	D
BSBSS00062 Workplace Supervisor Language, Literacy and Numeracy Skill Set	-	Skill set deleted.	D
BSBSS00063 Team Leader Skill Set	BSBSS00109 Introduction to Team Management Skill Set	Significant updates made to Skill Set Requirements.	NE
BSBSS00064 Promoting Diversity Awareness in the Workplace Skill Set	-	Skill set deleted.	D
BSBSS00065 Implementing Policy for Diversity Skill Set	BSBSS00117 Diversity and Inclusion Skill Set	Significant updates made to Skill Set Requirements.	NE
BSBSS00066 Managing Cultural Diversity Skill Set	-	Skill set deleted.	D
BSBSS00067 Planning Diversity Skill Set	-	Skill set deleted.	D
BSBSS00068 Service Management Skill Set	-	Skill set deleted.	D
BSBSS00069 Archive and Keep Records Skill Set	-	Skill set deleted.	D
BSBSS00070 Cataloguing Skill Set	-	Skill set deleted.	D
BSBSS00071 Digitisation Skill Set	-	Skill set deleted.	D
BSBSS00072 Manage Collections Skill Set	-	Skill set deleted.	D
BSBSS00073 Organise and Access Collections Skill Set	-	Skill set deleted.	D
BSBSS00074 Manage Association Finances and Risk Skill Set	-	Skill set deleted.	D
BSBSS00075 Coordinate Committee Activity Skill Set	-	Skill set deleted.	D
BSBSS00076 Conduct Community Liaison to Promote Association Skill Set	-	Skill set deleted.	D
BSBSS00077 Marketing and Communication Foundations Skill Set	-	Skill set deleted.	D
BSBSS00078 Creative Communication Skill Set	-	Skill set deleted.	D
BSBSS00079 Digital Applications Skill Set	BSBSS00113 Digital Business Administration Skill Set	Significant updates made to Skill Set Requirements.	NE
BSBSS00080 Media Engagement Skill Set	-	Skill set deleted.	D
BSBSS00081 Public Relations Skill Set	-	Skill set deleted.	D
BSBSS00082 Marketing Elements Skill Set	-	Skill set deleted.	D
BSBSS00083 Marketing Operations Skill Set	-	Skill set deleted.	D
BSBSS00084 Strategic Marketing Skill Set	-	Skill set deleted.	D

Skill set mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
BSBSS00085 Market Analysis Skill Set	-	Skill set deleted.	D
BSBSS00086 Campaign Management Skill Set	BSBSS00116 Campaign Management Skill Set	Significant updates made to Skill Set Requirements.	NE
BSBSS00087 Small Business Growth Skill Set	-	Skill set deleted.	D
BSBSS00088 Small Business Survival Skill Set	-	Skill set deleted.	D
BSBSS00089 Workplace Innovation Skill Set	-	Skill set deleted.	D
BSBSS00090 Auditing Skill Set	BSBSS00095 Lead Auditor Skill Set	Minor updates made to Skill Set Requirements.	E
-	BSBSS00097 Innovation Leadership Skill Set	Skill set newly created.	NC
-	BSBSS00098 Marketing Foundations Skill Set	Skill set newly created.	NC
-	BSBSS00099 Communications and Public Relations Foundations Skill Set	Skill set newly created.	NC
-	BSBSS00100 Business Operations Support Skill Set	Skill set newly created.	NC
-	BSBSS00101 Business Operations Management Skill Set	Skill set newly created.	NC
-	BSBSS00102 Micro Business Skill Set	Skill set newly created.	NC
-	BSBSS00103 New Business Ventures Skill Set	Skill set newly created.	NC
-	BSBSS00104 Small Business Management Skill Set	Skill set newly created.	NC
-	BSBSS00105 Human Resources Foundation Skill Set	Skill set newly created.	NC
-	BSBSS00106 Introduction to Paralegal Services Skill Set	Skill set newly created.	NC
-	BSBSS00107 Marketing and Communication Foundations Skill Set	Skill set newly created.	NC
-	BSBSS00108 Marketing and Communication Skill Set	Skill set newly created.	NC
-	BSBSS00110 Business Development Skill Set	Skill set newly created.	NC
-	BSBSS00111 Human Resources Advisor Skill Set	Skill set newly created.	NC
-	BSBSS00112 Workplace Technology Skill Set	Skill set newly created.	NC
-	BSBSS00114 Organisational Governance Skill Set	Skill set newly created.	NC
-	BSBSS00119 Customer Service Skill Set	Skill set newly created.	NC
-	BSBSS00120 Administrative Assistant Skill Set	Skill set newly created.	NC
-	BSBSS00121 Medical Administration Skill Set	Skill set newly created.	NC
-	BSBSS00122 Compliance Skill Set	Skill set newly created.	NC
-	BSBSS00123 Records and Information Management Skill Set	Skill set newly created.	NC

Skill set mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
	BSBSS00124 Workplace IT Foundations Skill Set	Skill set newly created.	NC
	BSBSS00125 Workplace Foundations Skill Set	Skill set newly created.	NC

No further skill sets were created, deleted or changed in the update from Version 6.0 to Version 7.0. Those skills sets not included in the mapping table above are listed in the *Skill sets in BSB Business Services Training Package* table.

Unit mapping

The table below maps those *BSB Business Services Training Package* units of competency affected by the update from Version 6.0 to Version 7.0.

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
BSBADM101 Use business equipment and resources	BSBOPS101 Use business resources	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBADM301 Produce texts from shorthand notes	BSBOPS401 Coordinate business resources	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBADM302 Produce texts from notes	BSBOPS401 Coordinate business resources	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBADM303 Produce texts from audio transcription	BSBOPS401 Coordinate business resources	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBADM307 Organise schedules	BSBOPS303 Organise schedules	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBADM311 Maintain business resources	BSBOPS301 Maintain business resources	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBADM401 Produce complex texts from shorthand notes	BSBOPS401 Coordinate business resources	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBADM405 Organise meetings	BSBOPS405 Organise business meetings	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBADM406 Organise business travel	BSBOPS401 Coordinate business resources	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBADM407 Administer projects	BSBPMG430 Undertake project work	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBADM409 Coordinate business resources	BSBOPS401 Coordinate business resources	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy.	E

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	
BSBADM411 Produce complex texts from audio transcription	BSBOPS401 Coordinate business resources	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBADM502 Manage meetings	BSBTWK503 Manage meetings	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBADM503 Plan and manage conferences	BSBOPS405 Organise business meetings	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBADM504 Plan and implement administrative systems	BSBOPS503 Develop administrative systems	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Significant edits made to Foundation Skills to clarify intent and align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBADM506 Manage business document design and development	BSBOPS501 Manage business resources	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBADV402 Conduct pre-campaign testing	BSBMKG438 Implement and monitor advertising production	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBADV403 Monitor advertising production	BSBMKG438 Implement and monitor advertising production	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBADV404 Schedule advertisements	BSBMKG438 Implement and monitor advertising production	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBADV405 Perform media calculations	BSBMKG438 Implement and monitor advertising production	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBADV406 Buy and monitor media	BSBMKG438 Implement and monitor advertising production	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBADV407 Apply media analysis and processing tools	BSBMKG438 Implement and monitor advertising production	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBADV408 Review advertising media options	BSBMKG438 Implement and monitor advertising production	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy.	E

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	
BSBADV503 Coordinate advertising research	BSBMKG551 Create multiplatform advertisements for mass media	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBADV507 Develop a media plan	BSBMKG552 Design and develop marketing communication plans	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBADV509 Create mass print media advertisements	BSBMKG551 Create multiplatform advertisements for mass media	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBADV510 Create mass electronic media advertisements	BSBMKG551 Create multiplatform advertisements for mass media	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBADV602 Develop an advertising campaign	BSBMKG626 Develop advertising campaigns	Updated Title to align to policy. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBADV603 Manage advertising production	BSBMKG551 Create multiplatform advertisements for mass media	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBADV604 Execute an advertising campaign	BSBMKG627 Execute advertising campaigns	Updated Title to align to policy. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBADV605 Evaluate campaign effectiveness	BSBMKG627 Execute advertising campaigns	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to	NE

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	
BSBAUD402 Participate in a quality audit	BSBAUD411 Participate in quality audits	Updated Title to align to policy. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBAUD501 Initiate a quality audit	BSBAUD511 Initiate quality audits	Updated Title to align to policy. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBAUD503 Lead a quality audit	BSBAUD512 Lead quality audits	Updated Title to align to policy. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBAUD504 Report on a quality audit	BSBAUD513 Report on quality audits	Updated Title to align to policy. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBCMM101 Apply basic communication skills	BSBCMM211 Apply communication skills	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBCMM201 Communicate in the workplace	BSBCMM211 Apply communication skills	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCMM301 Process customer complaints	BSBOPS305 Process customer complaints	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBCMM401 Make a presentation	BSBCMM411 Make presentations	Updated Title to align to policy. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge	E

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	
BSBCMM402 Implement effective communication strategies	BSBCMM511 Communicate with influence	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCMM501 Develop and nurture relationships	BSBTWK601 Develop and maintain strategic business networks	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCNV501 Take instructions in relation to a transaction	BSBCNV511 Take instructions in relation to a conveyancing transaction	Updated Title to align to policy. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBCNV502 Read and interpret a legal document and provide advice	BSBCNV611 Interpret a legal document and provide advice in a conveyancing transaction	Updated Title to align to policy. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBCNV503 Analyse and interpret legal requirements for a transaction	BSBCNV612 Identify and apply legal requirements for a conveyancing transaction	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBCNV504 Prepare legal documents	BSBCNV613 Prepare legal documents for a conveyancing transaction	Updated Title to align to policy. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBCNV505 Finalise the conveyancing transaction	BSBCNV512 Finalise the conveyancing transaction	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBCNV506 Establish and manage a trust account	BSBCNV614 Apply principles of trust accounting	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBCNV601 Identify and conduct searches	BSBCNV615 Interpret search results for a conveyancing transaction	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to	E

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	
BSBCOM401 Organise and monitor the operation of compliance management system	BSBAUD412 Work within compliance frameworks	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCOM402 Implement processes for the management of a breach in compliance requirements	BSBAUD412 Work within compliance frameworks	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCOM403 Provide education and training on compliance requirements and systems	BSBAUD412 Work within compliance frameworks	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCOM404 Promote and liaise on compliance requirements, systems and related issues	BSBAUD412 Work within compliance frameworks	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCOM405 Promote compliance with legislation	BSBAUD412 Work within compliance frameworks	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCOM406 Conduct work within a compliance framework	BSBAUD412 Work within compliance frameworks	Updated Title to align to policy. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBCOM501 Identify and interpret compliance requirements	BSBAUD514 Interpret compliance requirements	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBCOM502 Evaluate and review compliance	BSBAUD515 Evaluate and review compliance	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBCOM503 Develop processes for the management of breaches in compliance requirements	BSBAUD516 Develop and monitor processes for the management of breaches in compliance requirements	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Significant edits made to Foundation Skills to clarify intent and align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBCOM601 Research compliance requirements and issues	BSBAUD514 Interpret compliance requirements	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCOM602 Develop and create compliance requirements	BSBAUD515 Evaluate and review compliance	Vocational outcomes of superseded unit addressed by current industry	NE

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		requirements described in superseding unit.	
BSBCOM603 Plan and establish compliance management systems	BSBAUD601 Establish and manage compliance management systems	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBCON401 Work effectively in a business continuity context	BSBSTR402 Implement continuous improvement	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCON601 Develop and maintain business continuity plans	BSBSTR603 Develop business continuity plans	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBCON801 Establish and review the business continuity management framework and strategies	BSBSTR803 Establish business continuity management strategies	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBCRT101 Apply critical thinking techniques	BSBCRT201 Develop and apply thinking and problem solving skills	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBCRT301 Develop and extend critical and creative thinking skills	BSBCRT311 Apply critical thinking skills in a team environment	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBCRT401 Articulate, present and debate ideas	BSBCRT412 Articulate, present and debate ideas	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBCRT402 Collaborate in a creative process	BSBCRT413 Collaborate in creative processes	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge	E

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	
BSBCRT403 Explore the history and social impact of creativity	BSBCRT413 Collaborate in creative processes	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCRT404 Apply advanced critical thinking to work processes	BSBCRT411 Apply critical thinking to work practices	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBCRT501 Originate and develop concepts	BSBCRT512 Originate and develop concepts	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBCRT502 Develop critical thinking in others	BSBCRT511 Develop critical thinking in others	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBCRT601 Research and apply concepts and theories of creativity	BSBCRT611 Apply critical thinking for complex problem solving	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCUE203 Conduct customer engagement	BSBOPS202 Engage with customers	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBCUE204 Collect data	BSBDAT201 Collect and record data	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Significant edits made to Foundation Skills to clarify intent and align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBCUE205 Prepare for work in a customer engagement environment	BSBOPS202 Engage with customers	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCUE301 Use multiple information systems	BSBTEC201 Use business software applications	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCUE302 Deploy customer service field staff	BSBOPS202 Engage with customers	Vocational outcomes of superseded unit addressed by current industry	NE

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		requirements described in superseding unit.	
BSBCUE303 Conduct a telemarketing campaign	BSBMKG442 Conduct e-marketing communications (COM)	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCUE304 Provide sales solutions to customers	BSBOPS305 Process customer complaints	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCUE305 Process credit applications	BSBFIN301 Process financial transactions	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCUE306 Process complex accounts	BSBFIN301 Process financial transactions	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCUE307 Work effectively in customer engagement	BSBOPS202 Engage with customers	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCUE308 Conduct outbound customer engagement	BSBOPS305 Process customer complaints	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCUE309 Develop product and service knowledge for customer engagement operation	BSBOPS304 Deliver and monitor a service to customers	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCUE403 Schedule customer engagement activity	BSBOPS401 Coordinate business resources	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCUE404 Collect, analyse and record information	BSBDAT501 Analyse data	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCUE405 Survey stakeholders to gather and record information	BSBINS508 Research and analyse information to meet library customer needs	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCUE406 Run a multicentre	BSBOPS501 Manage business resources	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCUE407 Administer customer engagement technology	BSBTEC403 Apply digital solutions to work processes	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCUE501 Develop business continuity strategy	BSBSTR502 Facilitate continuous improvement	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCUE502 Establish a multicentre	BSBOPS501 Manage business resources	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCUE503 Manage data interrogation	BSBDAT501 Analyse data	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCUE504 Integrate customer engagement within the organisation	BSBOPS505 Manage organisational customer service	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCUE601 Optimise customer engagement operations	BSBOPS505 Manage organisational customer service	Vocational outcomes of superseded unit addressed by current industry	NE

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		requirements described in superseding unit.	
BSBCUE602 Manage customer engagement information	BSBOPS505 Manage organisational customer service	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCUE603 Design and launch new customer engagement facilities	BSBOPS505 Manage organisational customer service	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCUE604 Develop and maintain a service level strategy	BSBOPS601 Develop and implement business plans	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCUE605 Develop and maintain a customer engagement marketing strategy	BSBMKG621 Develop organisational marketing strategy	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCUE606 Forecast and plan using customer engagement traffic information analysis	BSBOPS601 Develop and implement business plans	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCUE607 Manage customer engagement centre staffing	BSBOPS501 Manage business resources	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCUE608 Manage customer engagement operational costs	BSBOPS501 Manage business resources	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCUS201 Deliver a service to customers	BSBOPS203 Deliver a service to customers	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBCUS301 Deliver and monitor a service to customers	BSBOPS304 Deliver and monitor a service to customers	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBCUS401 Coordinate implementation of customer service strategies	BSBOPS404 Implement customer service strategies	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBCUS402 Address customer needs	BSBOPS404 Implement customer service strategies	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCUS403 Implement customer service standards	BSBOPS404 Implement customer service strategies	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBCUS501 Manage quality customer service	BSBOPS505 Manage organisational customer service	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent	E

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	
BSBDES201 Follow a design process	-	Transferred to CUA Culture and Related Industries Training Package	-
BSBDES202 Evaluate the nature of design in a specific industry context	-	Transferred to CUA Culture and Related Industries Training Package	-
BSBDES301 Explore the use of colour	-	Transferred to CUA Culture and Related Industries Training Package	-
BSBDES302 Explore and apply the creative design process to 2D forms	-	Transferred to CUA Culture and Related Industries Training Package	-
BSBDES303 Explore and apply the creative design process to 3D forms	-	Transferred to CUA Culture and Related Industries Training Package	-
BSBDES304 Source and apply design industry knowledge	-	Transferred to CUA Culture and Related Industries Training Package	-
BSBDES305 Source and apply information on the history and theory of design	-	Transferred to CUA Culture and Related Industries Training Package	-
BSBDES401 Generate design solutions	-	Transferred to CUA Culture and Related Industries Training Package	-
BSBDES402 Interpret and respond to a design brief	-	Transferred to CUA Culture and Related Industries Training Package	-
BSBDES403 Develop and extend design skills and practice	-	Transferred to CUA Culture and Related Industries Training Package	-
BSBDES501 Implement design solutions	-	Transferred to CUA Culture and Related Industries Training Package	-
BSBDES502 Establish, negotiate and refine a design brief	-	Transferred to CUA Culture and Related Industries Training Package	-
BSBDES601 Manage design realisation	-	Transferred to CUA Culture and Related Industries Training Package	-
BSBDES602 Research global design trends	-	Transferred to CUA Culture and Related Industries Training Package	-
BSBDES801 Research and apply design theory	-	Transferred to CUA Culture and Related Industries Training Package	-
BSBDIV301 Work effectively with diversity	BSBTWK301 Use inclusive work practices	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBDIV501 Manage diversity in the workplace	BSBTWK501 Lead diversity and inclusion	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBDIV601 Develop and implement diversity policy	BSBTWK501 Lead diversity and inclusion	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBDIV801 Conduct strategic diversity workforce planning	BSBHRM615 Contribute to the development of diversity and inclusion strategies	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to	NE

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	
BSBDIV802 Conduct strategic planning for diversity learning practices	BSBHRM615 Contribute to the development of diversity and inclusion strategies	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBDIV803 Develop cross cultural communication and negotiation strategies	BSBSTR802 Lead strategic planning processes for an organisation	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBEBU401 Review and maintain a website	BSBTEC405 Review and maintain organisation's digital presence	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBEBU502 Implement e-business solutions	BSBTEC501 Develop and implement an e-commerce strategy	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBEBU511 Develop and implement an e-business strategy	BSBTEC501 Develop and implement an e-commerce strategy	Updated Title to align to policy. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBEDU301 Assist with monitoring compliance in international education services	BSBAUD412 Work within compliance frameworks	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBEDU302 Assist in resolution of issues and incidents in an international education environment	BSBLDR301 Support effective workplace relationships	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBEDU303 Assist with the provision of international education information	BSBOPS304 Deliver and monitor a service to customers	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBEDU304 Assist with the provision of pastoral care services to international students	BSBTWK301 Use inclusive work practices	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBEDU305 Assist with international education events and programs	BSBINS511 Develop and promote library activities, events and public programs	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBEMS401 Develop and implement business development strategies to expand client base	BSBHRM415 Coordinate recruitment and onboarding	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBEMS402 Develop and implement strategies to source and assess candidates	BSBHRM415 Coordinate recruitment and onboarding	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy.	NE

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		Updates made to Assessment Conditions to align to policy.	
BSBEMS403 Develop and provide employment management services to candidates	BSBHRM415 Coordinate recruitment and onboarding	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBEMS404 Manage the recruitment process for client organisations	BSBHRM415 Coordinate recruitment and onboarding	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBFIA301 Maintain financial records	BSBFIN302 Maintain financial records	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBFIA302 Process payroll	BSBHRM416 Process payroll	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBFIA303 Process accounts payable and receivable	BSBFIN301 Process financial transactions	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBFIA304 Maintain a general ledger	BSBFIN302 Maintain financial records	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBFIA401 Prepare financial reports	BSBFIN401 Report on financial activity	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBFIA412 Report on financial activity	BSBFIN401 Report on financial activity	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBFIA501 Report on finances related to international business	BSBFIN401 Report on financial activity	Vocational outcomes of superseded unit addressed by current industry	NE

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		requirements described in superseding unit.	
BSBFIM501 Manage budgets and financial plans	BSBFIN501 Manage budgets and financial plans	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBFIM502 Manage payroll	BSBHRM526 Manage payroll	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBFIM601 Manage finances	BSBFIN601 Manage organisational finances	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBFIM801 Manage financial resources	BSBFIN801 Lead financial strategy development	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBFML303 Contribute to effective workplace relationships	BSBLDR301 Support effective workplace relationships	Updated Title to align to policy. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBFML305 Support operational plan	BSBOPS402 Coordinate business operational plans	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBFML306 Provide workplace information and resourcing plans	BSBOPS301 Maintain business resources	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBFML309 Support continuous improvement systems and processes	BSBSTR301 Contribute to continuous improvement	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Significant edits made to Foundation Skills to clarify intent and align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
BSBFML311 Support a workplace learning environment	BSBHRM413 Support the learning and development of teams and individuals	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBFML312 Contribute to team effectiveness	BSBXTW Work in a Team	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBFML313 Apply language, literacy and numeracy to support others in the workplace	BSBTWK301 Use inclusive work practices	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBFML314 Mentor others in the workplace to support their language, literacy and numeracy skill development	BSBTWK301 Use inclusive work practices	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBFRA301 Work within a franchise	BSBOPS201 Work effectively in business environments	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBFRA401 Manage compliance with franchisee obligations and legislative requirements	BSBESB406 Establish operational strategies and procedures for new business ventures	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBFRA402 Establish a franchise	BSBESB406 Establish operational strategies and procedures for new business ventures	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBFRA403 Manage relationship with franchisor	BSBESB406 Establish operational strategies and procedures for new business ventures	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBFRA404 Manage a multiple-site franchise	BSBESB406 Establish operational strategies and procedures for new business ventures	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBFRA501 Establish a franchise operation	BSBESB406 Establish operational strategies and procedures for new business ventures	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBFRA502 Manage a franchise operation	BSBESB406 Establish operational strategies and procedures for new business ventures	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBFRA503 Manage establishment of new sites or regions	BSBESB406 Establish operational strategies and procedures for new business ventures	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBFRA504 Manage relationships with franchisees	BSBESB406 Establish operational strategies and procedures for new business ventures	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBFRA505 Manage closure of a franchise	BSBESB406 Establish operational strategies and procedures for new business ventures	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBGOV401 Implement board member responsibilities	BSBOPS406 Participate in organisational governance	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBGOV402 Work within organisational structure	BSBOPS406 Participate in organisational governance	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBGOV403 Analyse financial reports and budgets	BSBFIN501 Manage budgets and financial plans	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
BSBGOV404 Communicate with community stakeholders	BSBCMM511 Communicate with influence	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBGOV405 Undertake the roles and responsibilities of committee or board members	BSBOPS406 Participate in organisational governance	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBGOV501 Review and apply the organisation's constitution	BSBOPS406 Participate in organisational governance	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBGOV502 Recruit and coordinate committee members	BSBOPS406 Participate in organisational governance	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBGOV503 Conduct organisational strategic planning	BSBST503 Develop organisational policy	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBGOV504 Monitor organisational finances	BSBFIN601 Manage organisational finances	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBGOV505 Seek and apply for funding opportunities	BSBOPS406 Participate in organisational governance	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBGOV506 Manage advocacy for your organisation	BSBOPS602 Monitor corporate governance activities	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBGOV507 Manage board or committee and organisational conflict	BSBOPS602 Monitor corporate governance activities	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBHRM403 Support performance management process	BSBHRM411 Administer performance development processes	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBHRM404 Review human resource functions	BSBHRM417 Support human resources functions and processes	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBHRM405 Support the recruitment, selection and induction of staff	BSBHRM415 Coordinate recruitment and onboarding	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
BSBHRM501 Manage human resource services	BSBHRM527 Coordinate human resource functions and processes	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBHRM502 Manage human resource management information systems	BSBHRM414 Use human resources information systems	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBHRM505 Manage remuneration and employee benefits	BSBHRM528 Coordinate remuneration and employee benefits	Updated Title to align to policy. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBHRM506 Manage recruitment selection and induction processes	BSBHRM525 Manage recruitment and onboarding	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBHRM507 Manage separation or termination	BSBHRM529 Coordinate separation and termination processes	Updated Title to align to policy. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBHRM509 Manage rehabilitation or return to work programs	BSBHRM530 Coordinate rehabilitation and return to work programs	Updated Title to align to policy. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBHRM510 Manage mediation processes	BSBHRM527 Coordinate human resource functions and processes	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBHRM511 Manage expatriate staff	BSBHRM527 Coordinate human resource functions and processes	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBHRM512 Develop and manage performance management processes	BSBHRM521 Facilitate performance development processes	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy.	NE

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	
BSBHRM513 Manage workforce planning	BSBHRM524 Coordinate workforce plan implementation	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBHRM602 Manage human resources strategic planning	BSBHRM614 Contribute to strategic workforce planning	Updated Title to align to policy. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBHRM604 Manage employee relations	BSBHRM612 Contribute to the development of employee and industrial relations strategies	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBIND201 Work effectively in a business environment	BSBOPS201 Work effectively in business environments	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBIND301 Work effectively in an educational environment	BSBOPS201 Work effectively in business environments	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBIND302 Work effectively in the international education services industry	BSBOPS201 Work effectively in business environments	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBINM201 Process and maintain workplace information	BSBINS201 Process and maintain workplace information	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBINM202 Handle mail	BSBINS202 Handle receipt and dispatch of information	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Significant edits made to Foundation Skills to clarify intent and align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
BSBINM301 Organise workplace information	BSBINS302 Organise workplace information	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBINM302 Utilise a knowledge management system	BSBINS303 Use knowledge management systems	Updated Title to align to policy. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBINM303 Handle receipt and despatch of information	BSBINS202 Handle receipt and despatch of information	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBINM401 Implement workplace information system	BSBINS402 Coordinate workplace information systems	Updated Title to align to policy. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBINM501 Manage an information or knowledge management system	BSBINS501 Implement information and knowledge management systems	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBINM601 Manage knowledge and information	BSBINS601 Manage knowledge and information	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBINN201 Contribute to workplace innovation	BSBSTR301 Contribute to continuous improvement	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBINN301 Promote innovation in a team environment	BSBSTR401 Promote innovation in team environments	Updated Title to align to policy. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance	NE

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	
BSBINN501 Establish systems that support innovation	BSBSTR501 Establish innovative work environments	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBINN502 Build and sustain an innovative work environment	BSBSTR501 Establish innovative work environments	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBINN601 Lead and manage organisational change	BSBLDR601 Lead and manage organisational change	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBINN801 Lead innovative thinking and practice	BSBSTR801 Lead innovative thinking and practice	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBINT301 Apply knowledge of the international trade environment to complete work	BSBMKG432 Research international markets	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBINT302 Apply knowledge of legislation relevant to international trade to complete work	BSBLEG529 Apply legal principles in corporation law matters	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBINT303 Organise the importing and exporting of goods	BSBOPS304 Deliver and monitor a service to customers	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBINT304 Assist in the international transfer of services	BSBOPS304 Deliver and monitor a service to customers	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBINT305 Prepare business documents for the international trade of goods	BSBTEC301 Design and produce business documents	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBINT306 Apply knowledge of international finance and insurance to complete work requirements	BSBFIN302 Maintain financial records	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBINT401 Research international business opportunities	BSBMKG432 Research international markets	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		requirements described in superseding unit.	
BSBINT405 Apply knowledge of import and export international conventions, laws and finance	BSBMKG548 Forecast international market and business needs	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBINT407 Prepare business advice on export Free-on-Board Value	BSBLEG421 Apply understanding of the Australian legal system	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBINT408 Prepare business advice on the taxes and duties for international trade transactions	BSBFIN401 Report on financial activity	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBINT409 Plan for international trade	BSBMKG432 Research international markets	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBIPR301 Comply with organisational requirements for protection and use of intellectual property	BSBLEG525 Apply legal principles in intellectual property law matters	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBIPR401 Use and respect copyright	BSBLEG525 Apply legal principles in intellectual property law matters	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBIPR402 Protect and use new inventions and innovations	BSBLEG525 Apply legal principles in intellectual property law matters	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBIPR403 Protect and use brands and business identity	BSBLEG525 Apply legal principles in intellectual property law matters	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBIPR404 Protect and use innovative designs	BSBLEG525 Apply legal principles in intellectual property law matters	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBIPR405 Protect and use intangible assets in small business	BSBESB402 Establish legal and risk management requirements of new business ventures	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBIPR501 Manage intellectual property to protect and grow business	BSBESB406 Establish operational strategies and procedures for new business ventures	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBIPR601 Develop and implement strategies for intellectual property management	BSBLEG525 Apply legal principles in intellectual property law matters	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBITA411 Design and develop relational databases	BSBTEC402 Design and produce complex spreadsheets	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBITA611 Configure and optimise customer contact technology	BSBTEC601 Review organisational digital strategy	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBITB511 Establish and maintain a network of digital devices	BSBTEC404 Use digital technologies to collaborate in a work environment	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
BSBITB801 Implement advanced electronic technologies	BSBTEC601 Review organisational digital strategy	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBITS411 Maintain and implement digital technology	BSBTEC403 Apply digital solutions to work processes	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Significant edits made to Foundation Skills to clarify intent and align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBITU111 Operate a personal digital device	BSBTEC101 Operate digital devices	Updated Title to align to policy. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBITU112 Develop keyboard skills	BSBTEC101 Operate digital devices	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBITU211 Produce digital text documents	BSBTEC201 Use business software applications	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBITU212 Create and use spreadsheets	BSBTEC201 Use business software applications	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBITU213 Use digital technologies to communicate remotely	BSBTEC202 Use digital technologies to communicate in a work environment	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBITU306 Design and produce business documents	BSBTEC301 Design and produce business documents	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to	E

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		Assessment Conditions to align to policy.	
BSBITU307 Develop keyboarding speed and accuracy	BSBTEC101 Operate digital devices	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBITU309 Produce desktop published documents	BSBTEC301 Design and produce business documents	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBITU311 Use simple relational databases	BSBTEC302 Design and produce spreadsheets	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBITU312 Create electronic presentations	BSBTEC303 Create electronic presentations	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBITU313 Design and produce digital text documents	BSBTEC301 Design and produce business documents	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBITU314 Design and produce spreadsheets	BSBTEC302 Design and produce spreadsheets	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBITU315 Purchase goods and services online	BSBTEC203 Research using the internet	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBITU401 Design and develop complex text documents	BSBTEC401 Design and produce complex text documents	Updated Title to align to policy. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBITU402 Develop and use complex spreadsheets	BSBTEC402 Design and produce complex spreadsheets	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBITU404 Produce complex desktop published documents	BSBTEC401 Design and produce complex text documents	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
BSBITU422 Use digital technologies to collaborate in the workplace	BSBTEC404 Use digital technologies to collaborate in a work environment	Updated Title to align to policy. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBITU501 Conduct data analysis	BSBDAT501 Analyse data	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBLDR401 Communicate effectively as a workplace leader	BSBLDR412 Communicate effectively as a workplace leader	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLDR402 Lead effective workplace relationships	BSBLDR413 Lead effective workplace relationships	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLDR403 Lead team effectiveness	BSBLDR414 Lead team effectiveness	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLDR404 Lead a diverse workforce	BSBLDR521 Lead the development of diverse workforces	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBLDR502 Lead and manage effective workplace relationships	BSBLDR523 Lead and manage effective workplace relationships	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Significant edits made to Foundation Skills to clarify intent and align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBLDR504 Implement diversity in the workplace	BSBLDR521 Lead the development of diverse workforces	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent	NE

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		and align to policy. Significant edits made to Foundation Skills to clarify intent and align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	
BSBLDR511 Develop and use emotional intelligence	BSBPEF502 Develop and use emotional intelligence	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLDR513 Communicate with influence	BSBCMM511 Communicate with influence	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLDR801 Lead personal and strategic transformation	BSBLDR811 Lead strategic transformation	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Significant edits made to Foundation Skills to clarify intent and align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBLDR802 Lead the strategic planning process for an organisation	BSBSTR802 Lead strategic planning processes for an organisation	Updated Title to align to policy. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBLDR803 Develop and cultivate collaborative partnerships and relationships	BSBLDR812 Develop and cultivate collaborative partnerships and relationships	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBLDR804 Influence and shape diversity management	BSBLDR521 Lead the development of diverse workforces	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBLDR805 Lead and influence change	BSBLDR601 Lead and manage organisational change	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBLDR806 Lead and influence ethical practice	BSBLDR813 Lead and influence ethical practice	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to	E

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
BSBLED101 Plan skills development	BSBPEF101 Plan and prepare for work readiness	policy. Updates made to Assessment Conditions to align to policy. No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLED301 Undertake e-learning	BSBHRM413 Support the learning and development of teams and individuals	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBLED401 Develop teams and individuals	BSBHRM413 Support the learning and development of teams and individuals	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLED501 Develop a workplace learning environment	BSBHRM523 Coordinate the learning and development of teams and individuals	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBLED502 Manage programs that promote personal effectiveness	BSBHRM531 Coordinate health and wellness programs	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLED503 Maintain and enhance professional practice	BSBPEF501 Manage personal and professional development	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBLED802 Lead learning strategy implementation	BSBHRM613 Contribute to the development of learning and development strategies	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBLED803 Implement improved learning practice	BSBHRM613 Contribute to the development of learning and development strategies	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBLED804 Review enterprise e-learning systems and solutions implementation	BSBHRM613 Contribute to the development of learning and development strategies	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBLED805 Plan and implement a mentoring program	BSBHRM611 Contribute to organisational performance development	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy.	NE

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	
BSBLED806 Plan and implement a coaching strategy	BSBHRM611 Contribute to organisational performance development	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBLED807 Establish career development services	BSBHRM611 Contribute to organisational performance development	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBLED808 Conduct a career development session	BSBHRM611 Contribute to organisational performance development	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBLED809 Identify and communicate trends in career development	BSBHRM611 Contribute to organisational performance development	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBLED810 Develop human capital	BSBHRM611 Contribute to organisational performance development	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBLEG301 Apply knowledge of the legal system to complete tasks	BSBLEG311 Work in a legal services environment	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Significant edits made to Foundation Skills to clarify intent and align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBLEG302 Carry out search of the public record	BSBLEG312 Carry out search of the public record	Updated Title to align to policy. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLEG303 Deliver court documentation	BSBLEG313 Lodge documents in a legal services environment	Updated Title to align to policy. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLEG304 Apply the principles of confidentiality and security within the legal environment	BSBLEG314 Protect information in a legal services environment	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Significant edits	NE

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		made to Foundation Skills to clarify intent and align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	
BSBLEG305 Use legal terminology in order to carry out tasks	BSBLEG311 Work in a legal services environment	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Significant edits made to Foundation Skills to clarify intent and align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBLEG306 Maintain records for time and disbursements in a legal practice	BSBLEG311 Work in a legal services environment	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBLEG308 Assist in prioritising and planning activities in a legal practice	BSBLEG315 Assist in planning activities in a legal services environment	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLEG403 Maintain trust accounts	BSBLEG422 Maintain a file in a legal services environment	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBLEG413 Identify and apply the legal framework	BSBLEG421 Apply understanding of the Australian legal system	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLEG414 Establish and maintain a file in legal services	BSBLEG422 Maintain a file in a legal services environment	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLEG415 Apply the principles of contract law	BSBLEG522 Apply legal principles in contract law matters	Updated Title to align to policy. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLEG416 Apply the principles of the law of torts	BSBLEG523 Apply legal principles in tort law matters	Updated Title to align to policy. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance	E

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	
BSBLEG417 Apply the principles of evidence law	BSBLEG524 Apply principles of evidence law in matters under litigation	Updated Title to align to policy. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLEG418 Produce complex legal documents	BSBLEG424 Support the drafting of complex legal documents	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLEG510 Apply legal principles in family law matters	BSBLEG527 Apply legal principles in family law matters	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLEG511 Apply legal principles in criminal law matters	BSBLEG526 Apply legal principles in criminal law matters	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLEG512 Apply legal principles in property law matters	BSBLEG528 Apply legal principles in property law matters	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLEG513 Apply legal principles in corporation law matters	BSBLEG529 Apply legal principles in corporation law matters	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBLEG514 Assist with civil procedure	BSBLEG532 Assist with court procedure	Updated Title to align to policy. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBLEG515 Apply legal principles in wills and probate matters	BSBLEG530 Apply legal principles in wills and probate matters	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy.	E

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	
BSBLIB201 Assist with circulation services	BSBINS203 Assist with circulation services	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLIB202 Process information resource orders	BSBINS203 Assist with circulation services	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBLIB301 Catalogue objects into collections	BSBINS305 Participate in cataloguing activities	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBLIB302 Develop and apply knowledge of archives	BSBINS308 Control records	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBLIB303 Provide multimedia support	BSBINS306 Provide multimedia support	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLIB304 Develop and use information literacy skills	BSBINS301 Develop and use information literacy skills	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLIB305 Use established cataloguing tools	BSBINS305 Participate in cataloguing activities	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLIB306 Process and maintain information resources	BSBINS304 Process and maintain information resources	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLIB401 Record and maintain collection information	BSBINS506 Implement lending and borrowing processes for collections	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBLIB402 Consolidate and maintain industry knowledge	BSBINS407 Consolidate and maintain library industry knowledge	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to	E

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	
BSBLIB403 Complete a range of cataloguing activities	BSBINS305 Participate in cataloguing activities	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBLIB404 Use integrated library management systems	BSBINS405 Use integrated library management systems	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLIB405 Assist customers to access information	BSBINS406 Assist customers to access information	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLIB406 Obtain information from external and networked sources	BSBINS403 Obtain information from external and networked sources	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLIB407 Search library and information databases	BSBINS404 Search library and information databases	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLIB501 Manage lending and borrowing processes for collections	BSBINS506 Implement lending and borrowing processes for collections	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLIB502 Manage the development of collections	BSBINS506 Implement lending and borrowing processes for collections	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBLIB503 Develop and promote activities, events and public programs	BSBINS511 Develop and promote library activities, events and public programs	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance	E

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	
BSBLIB504 Develop exhibition concepts	BSBINS511 Develop and promote library activities, events and public programs	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBLIB505 Develop disaster management plans	BSBINS601 Manage knowledge and information	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBLIB506 Maintain digital repositories	BSBINS504 Maintain digital repositories	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLIB507 Promote literature and reading	BSBINS509 Promote literature and reading	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLIB508 Analyse and describe information resources	BSBINS502 Coordinate data management	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBLIB509 Provide subject access and classify material	BSBINS505 Provide subject access and classify material	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLIB510 Use and monitor advanced functions of integrated library management systems	BSBINS507 Use advanced functions of integrated library management systems	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLIB511 Research and analyse information to meet customer needs	BSBINS508 Research and analyse information to meet library customer needs	Updated Title to align to policy. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLIB512 Develop and maintain community and stakeholder relationships	BSBINS510 Develop community and stakeholder relationships in a library environment	Updated Title to align to policy. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
BSBLIB513 Monitor compliance with copyright and licence requirements	BSBINS503 Monitor compliance with copyright and licence requirements	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLIB601 Research and document collection material	BSBINS604 Contribute to collection management	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBLIB602 Develop and monitor procedures for the movement and storage of collection material	BSBINS604 Contribute to collection management	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBLIB603 Contribute to collection management	BSBINS604 Contribute to collection management	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLIB604 Extend own information literacy skills to locate information	BSBINS602 Extend own information literacy skills to locate information	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBLIB605 Analyse and describe specialist and complex material	BSBINS601 Manage knowledge and information	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBMGT401 Show leadership in the workplace	BSBLDR411 Demonstrate leadership in the workplace	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMGT402 Implement operational plan	BSBOPS402 Coordinate business operational plans	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBMGT403 Implement continuous improvement	BSBSTR402 Implement continuous improvement	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMGT404 Lead and facilitate off-site staff	BSBLDR522 Manage people performance	Vocational outcomes of superseded unit addressed by current industry	NE

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		requirements described in superseding unit.	
BSBMGT405 Provide personal leadership	BSBLDR411 Demonstrate leadership in the workplace	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBMGT406 Plan and monitor continuous improvement	BSBSTR402 Implement continuous improvement	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBMGT407 Apply digital solutions to work processes	BSBTEC403 Apply digital solutions to work processes	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMGT502 Manage people performance	BSBLDR522 Manage people performance	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMGT516 Facilitate continuous improvement	BSBSTR502 Facilitate continuous improvement	Updated Title to align to policy. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMGT517 Manage operational plan	BSBOPS502 Manage business operational plans	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMGT518 Develop organisation policy	BSBSTR503 Develop organisational policy	Updated Title to align to policy. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMGT519 Incorporate digital solutions into plans and practices	BSBTEC403 Apply digital solutions to work processes	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBMGT520 Plan and manage the flexible workforce	BSBTWK502 Manage team effectiveness	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBMGT521 Plan, implement and review a quality assurance program	BSBAUD601 Establish and manage compliance management systems	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
BSBMGT605 Provide leadership across the organisation	BSBLDR602 Provide leadership across the organisation	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Significant edits made to Foundation Skills to clarify intent and align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMGT608 Manage innovation and continuous improvement	BSBSTR601 Manage innovation and continuous improvement	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMGT615 Contribute to organisation development	BSBLDR601 Lead and manage organisational change	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBMGT616 Develop and implement strategic plans	BSBSTR602 Develop organisational strategies	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMGT617 Develop and implement a business plan	BSBOPS601 Develop and implement business plans	Updated Title to align to policy. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMGT618 Develop an engagement centre business plan	BSBOPS601 Develop and implement business plans	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBMGT619 Identify and implement business innovation	BSBSTR601 Manage innovation and continuous improvement	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Significant edits made to Foundation Skills to clarify intent and align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBMGT621 Design and manage the enterprise quality management system	BSBAUD601 Establish and manage compliance management systems	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBMGT622 Manage resources	BSBOPS501 Manage business resources	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy.	E

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	
BSBMGT623 Monitor corporate governance activities	BSBOPS602 Monitor corporate governance activities	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBMGT624 Develop and implement corporate social responsibility	BSBSUS601 Lead corporate social responsibility	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMGT801 Direct the development of a knowledge management strategy for a business	BSBINS601 Manage knowledge and information	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBMGT802 Lead design and review of enterprise systems	BSBSTR801 Lead innovative thinking and practice	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBMGT803 Use financial and economic information for strategic decision making	BSBFIN801 Lead financial strategy development	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMKG401 Profile the market	BSBMKG431 Assess marketing opportunities	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBMKG408 Conduct market research	BSBMKG431 Assess marketing opportunities	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBMKG409 Design direct response offers	BSBMKG436 Design and test direct marketing activities	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBMKG410 Test direct marketing activities	BSBMKG436 Design and test direct marketing activities	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
BSBMKG411 Analyse direct marketing databases	BSBMKG436 Design and test direct marketing activities	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBMKG412 Conduct e-marketing communications	BSBMKG442 Conduct e-marketing communications	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMKG413 Promote products and services	BSBMKG434 Promote products and services	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMKG414 Undertake marketing activities	BSBMKG433 Undertake marketing activities	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMKG415 Research international markets	BSBMKG432 Research international markets	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMKG416 Market goods and services internationally	BSBMKG550 Promote products and services to international markets	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBMKG417 Apply marketing communication across a convergent industry	BSBMKG440 Apply marketing communication across a convergent industry	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMKG418 Develop and apply knowledge of marketing communication industry	BSBMKG439 Develop and apply knowledge of communications industry	Updated Title to align to policy. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Significant edits made to Foundation Skills to clarify intent and align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
BSBMKG419 Analyse consumer behaviour	BSBMKG435 Analyse consumer behaviour	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMKG420 Create digital media user experiences	BSBMKG437 Create and optimise digital media	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBMKG421 Optimise digital media impact	BSBMKG437 Create and optimise digital media	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMKG501 Identify and evaluate marketing opportunities	BSBMKG541 Identify and evaluate marketing opportunities	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMKG502 Establish and adjust the marketing mix	BSBMKG542 Establish and monitor the marketing mix	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMKG506 Plan market research	BSBMKG543 Plan and interpret market research	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMKG507 Interpret market trends and developments	BSBMKG543 Plan and interpret market research	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMKG508 Plan direct marketing activities	BSBMKG544 Plan and monitor direct marketing activities	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy.	E

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		Updates made to Assessment Conditions to align to policy.	
BSBMKG509 Implement and monitor direct marketing activities	BSBMKG544 Plan and monitor direct marketing activities	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMKG510 Plan e-marketing communications	BSBMKG552 Design and develop marketing communication plans	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBMKG511 Analyse data from international markets	BSBMKG548 Forecast international market and business needs	Updated Title to align to policy. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBMKG512 Forecast international market and business needs	BSBMKG548 Forecast international market and business needs	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMKG513 Promote products and services to international markets	BSBMKG550 Promote products and services to international markets	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMKG514 Implement and monitor marketing activities	BSBMKG542 Establish and monitor the marketing mix	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBMKG515 Conduct a marketing audit	BSBMKG545 Conduct marketing audits	Updated Title to align to policy. Minor edits made to Elements and Performance Criteria to align to policy. Significant edits made to Foundation Skills to clarify intent and align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
BSBMKG516 Profile international markets	BSBMKG549 Profile and analyse consumer behaviour for international markets	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBMKG517 Analyse consumer behaviour for specific international markets	BSBMKG549 Profile and analyse consumer behaviour for international markets	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBMKG518 Plan and implement services marketing	BSBMKG541 Identify and evaluate marketing opportunities	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBMKG519 Plan and implement business-to-business marketing	BSBMKG541 Identify and evaluate marketing opportunities	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBMKG520 Manage compliance within the marketing legislative framework	BSBMKG545 Conduct marketing audits	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBMKG521 Plan and implement sponsorship and event marketing	BSBMKG541 Identify and evaluate marketing opportunities	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBMKG522 Plan measurement of marketing effectiveness	BSBMKG545 Conduct marketing audits	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBMKG523 Design and develop an integrated marketing communication plan	BSBMKG552 Design and develop marketing communication plans	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMKG528 Mine data to identify industry directions	BSBMKG543 Plan and interpret market research	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBMKG529 Manage client account	BSBMKG542 Establish and monitor the marketing mix	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBMKG530 Create distributed multiplatform digital advertisements	BSBMKG551 Create multiplatform advertisements for mass media	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBMKG534 Design effective digital user experiences	BSBMKG546 Develop social media engagement plans	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBMKG535 Devise a search engine optimisation strategy	BSBMKG546 Develop social media engagement plans	Vocational outcomes of superseded unit addressed by current industry	NE

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		requirements described in superseding unit.	
BSBMKG536 Develop strategies to monetise digital engagement	BSBMKG547 Develop strategies to monetise digital engagement	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMKG537 Develop a social media engagement plan	BSBMKG546 Develop social media engagement plans	Updated Title to align to policy. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMKG603 Manage the marketing process	BSBMKG622 Manage organisational marketing processes	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMKG605 Evaluate international marketing opportunities	BSBMKG625 Implement and manage international marketing programs	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBMKG606 Manage international marketing programs	BSBMKG625 Implement and manage international marketing programs	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMKG607 Manage market research	BSBMKG624 Manage market research	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMKG608 Develop organisational marketing objectives	BSBMKG621 Develop organisational marketing strategy	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
BSBMKG609 Develop a marketing plan	BSBMKG623 Develop marketing plans	Updated Title to align to policy. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBMKG610 Develop, implement and monitor a marketing campaign	BSBMKG623 Develop marketing plans	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBMKG611 Manage measurement of marketing effectiveness	BSBMKG622 Manage organisational marketing processes	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBPMG409 Apply project scope management techniques	BSBPMG420 Apply project scope management techniques	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPMG410 Apply project time management techniques	BSBPMG421 Apply project time management techniques	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPMG411 Apply project quality management techniques	BSBPMG422 Apply project quality management techniques	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPMG412 Apply project cost management techniques	BSBPMG423 Apply project cost management techniques	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPMG413 Apply project human resources management approaches	BSBPMG424 Apply project human resources management approaches	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPMG414 Apply project information management and communications techniques	BSBPMG425 Apply project information management and communications techniques	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to	E

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
BSBPMG415 Apply project risk management techniques	BSBPMG426 Apply project risk management techniques	policy. Updates made to Assessment Conditions to align to policy. No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPMG416 Apply project procurement procedures	BSBPMG427 Apply project procurement procedures	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPMG417 Apply project life cycle management processes	BSBPMG428 Apply project life cycle management processes	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPMG418 Apply project stakeholder engagement techniques	BSBPMG429 Apply project stakeholder engagement techniques	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPMG511 Manage project scope	BSBPMG530 Manage project scope	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPMG512 Manage project time	BSBPMG531 Manage project time	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPMG513 Manage project quality	BSBPMG532 Manage project quality	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPMG514 Manage project cost	BSBPMG533 Manage project cost	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance	E

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	
BSBPMG515 Manage project human resources	BSBPMG534 Manage project human resources	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPMG516 Manage project information and communication	BSBPMG535 Manage project information and communication	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPMG517 Manage project risk	BSBPMG536 Manage project risk	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPMG518 Manage project procurement	BSBPMG537 Manage project procurement	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPMG519 Manage project stakeholder engagement	BSBPMG538 Manage project stakeholder engagement	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPMG520 Manage project governance	BSBPMG539 Manage project governance	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPMG521 Manage project integration	BSBPMG540 Manage project integration	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPMG522 Undertake project work	BSBPMG430 Undertake project work	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy.	E

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	
BSBPMG601 Direct the integration of projects	BSBPMG540 Manage project integration	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBPMG602 Direct the scope of a project program	BSBPMG530 Manage project scope	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBPMG603 Direct time management of a project program	BSBPMG531 Manage project time	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBPMG604 Direct cost management of a project program	BSBPMG533 Manage project cost	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBPMG605 Direct quality management of a project program	BSBPMG532 Manage project quality	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBPMG606 Direct human resources management of a project program	BSBPMG534 Manage project human resources	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBPMG607 Direct communications management of a project program	BSBPMG535 Manage project information and communication	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBPMG609 Direct procurement and contracting for a project program	BSBPMG537 Manage project procurement	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBPMG610 Enable program execution	BSBPMG630 Enable program execution	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPMG615 Manage program delivery	BSBPMG631 Manage program delivery	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPMG616 Manage program risk	BSBPMG632 Manage program risk	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPMG617 Provide leadership for the program	BSBPMG633 Provide leadership for the program	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to	E

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	
BSBPMG621 Facilitate stakeholder engagement	BSBPMG634 Facilitate stakeholder engagement	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPMG622 Implement program governance	BSBPMG635 Implement program governance	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPMG623 Manage benefits	BSBPMG636 Manage benefits	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPMG624 Engage in collaborative alliances	BSBPMG637 Engage in collaborative alliances	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPMG801 Prioritise projects and programs	BSBPMG810 Prioritise projects and programs	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPMG802 Select and balance the portfolio	BSBPMG811 Select and balance the portfolio	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPMG803 Manage and review portfolio performance	BSBPMG812 Manage and review portfolio performance	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPMG804 Govern the portfolio	BSBPMG813 Govern the portfolio	No Title change. Significant edits made to Elements and Performance Criteria to	E

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	
BSBPMG805 Lead the portfolio	BSBPMG814 Lead the portfolio	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPMG806 Manage portfolio communications and change	BSBPMG815 Manage portfolio communications and change	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPMG807 Manage portfolio resources	BSBPMG816 Manage portfolio resources	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPMG808 Manage portfolio risk	BSBPMG817 Manage portfolio risk	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPRO301 Recommend products and services	BSBMKG434 Promote products and services	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBPRO401 Develop product knowledge	BSBMKG434 Promote products and services	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBPUB401 Develop and apply knowledge of public relations industry	BSBMKG439 Develop and apply knowledge of communications industry	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Significant edits made to Foundation Skills to clarify intent and align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBPUB402 Develop public relations campaigns	BSBMKG441 Develop public relations documents	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBPUB403 Develop public relations documents	BSBMKG441 Develop public relations documents	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to	E

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	
BSBPUB501 Manage the public relations publication process	BSBMKG554 Plan and develop public relations publications	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPUB502 Develop and manage complex public relations campaigns	BSBMKG553 Develop public relations campaigns	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBPUB503 Manage fundraising and sponsorship activities	BSBMKG553 Develop public relations campaigns	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBPUB504 Develop and implement crisis management plans	BSBMKG553 Develop public relations campaigns	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBREL401 Establish networks	BSBTWK401 Build and maintain business relationships	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBREL402 Build client relationships and business networks	BSBTWK401 Build and maintain business relationships	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Significant edits made to Foundation Skills to clarify intent and align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBREL403 Implement international client relationship strategies	BSBTWK401 Build and maintain business relationships	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBREL501 Build international client relationships	BSBTWK601 Develop and maintain strategic business networks	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBREL502 Build international business networks	BSBTWK601 Develop and maintain strategic business networks	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBRES404 Research legal information using primary sources	BSBLEG423 Conduct simple legal research	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance	NE

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	
BSBRES411 Analyse and present research information	BSBINS401 Analyse and present research information	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBRES502 Research legal information using secondary sources	BSBLEG521 Conduct and apply legal research	Updated Title to align to policy. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBRES801 Initiate and lead applied research	BSBINS603 Initiate and lead applied research	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBRKG301 Control records	BSBINS308 Control records	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBRKG302 Undertake disposal	BSBINS308 Control records	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBRKG303 Retrieve information from records	BSBINS307 Retrieve information from records	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBRKG304 Maintain business records	BSBINS309 Maintain business records	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBRKG305 Review recordkeeping functions	BSBINS309 Maintain business records	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBRKG401 Review the status of a record	BSBINS408 Provide information from and about records	Vocational outcomes of superseded unit addressed by current industry	NE

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		requirements described in superseding unit.	
BSBRKG402 Provide information from and about records	BSBINS408 Provide information from and about records	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBRKG403 Set up a business or records system for a small business	BSBINS410 Implement records systems for small business	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBRKG404 Monitor and maintain records in an online environment	BSBINS409 Maintain and monitor digital information and records	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBRKG502 Manage and monitor business or records systems	BSBINS512 Monitor business records systems	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Significant edits made to Foundation Skills to clarify intent and align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBRKG505 Document or reconstruct a business or records system	BSBINS512 Monitor business records systems	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBRKG506 Develop and maintain terminology and classification schemes	BSBINS513 Contribute to records management framework	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBRKG601 Define recordkeeping framework	BSBINS513 Contribute to records management framework	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBRKG603 Prepare a functional analysis for an organisation	BSBINS601 Manage knowledge and information	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBRKG604 Determine security and access rules and procedures	BSBINS512 Monitor business records systems	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBRKG605 Determine records requirements to document a function	BSBINS513 Contribute to records management framework	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
BSBRKG606 Design a records retention and disposal schedule	BSBINS514 Contribute to records retention and disposal schedule	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBRKG607 Document and monitor the record creating context	BSBINS513 Contribute to records management framework	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBRKG608 Plan management of records over time	BSBINS513 Contribute to records management framework	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBRSK401 Identify risk and apply risk management processes	BSBOPS403 Apply business risk management processes	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBRSK501 Manage risk	BSBOPS504 Manage business risk	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBSLS407 Identify and plan sales prospects	BSBOPS304 Deliver and monitor a service to customers	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBSLS408 Present, secure and support sales solutions	BSBOPS404 Implement customer service strategies	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBSLS501 Develop a sales plan	BSBOPS505 Manage organisational customer service	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBSLS502 Lead and manage a sales team	BSBLDR522 Manage people performance	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBSMB201 Identify suitability for micro business	BSBESB301 Investigate business opportunities	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Significant edits made to Foundation Skills to clarify intent and align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBSMB301 Investigate micro business opportunities	BSBESB301 Investigate business opportunities	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Significant edits made to Foundation Skills to clarify intent and align to policy. Significant edits made to Performance Evidence and	NE

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	
BSBSMB302 Develop a micro business proposal	BSBESB302 Develop and present business proposals	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBSMB303 Organise finances for the micro business	BSBESB303 Organise finances for new business ventures	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBSMB304 Determine resource requirements for the micro business	BSBESB304 Determine resource requirements for new business ventures	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBSMB305 Comply with regulatory, taxation and insurance requirements for the micro business	BSBESB305 Address compliance requirements for new business ventures	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBSMB306 Plan a home based business	BSBESB301 Investigate business opportunities	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBSMB307 Set up information and communications technology for the micro business	BSBESB304 Determine resource requirements for new business ventures	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBSMB308 Improve energy efficiency in micro or small business operations	BSBESB304 Determine resource requirements for new business ventures	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBSMB401 Establish legal and risk management requirements of small business	BSBESB402 Establish legal and risk management requirements of new business ventures	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Significant edits made to Foundation Skills to clarify intent and align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBSMB402 Plan small business finances	BSBESB403 Plan finances for new business ventures	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Significant edits made to Foundation Skills to clarify intent and align to policy. Minor edits made to Performance	E

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	
BSBSMB403 Market the small business	BSBESB404 Market new business ventures	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBSMB404 Undertake small business planning	BSBESB401 Research and develop business plans	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBSMB407 Manage a small team	BSBLDR414 Lead team effectiveness	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBSMB408 Manage personal, family, cultural and business obligations	BSBPEF402 Develop personal work priorities	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBSMB409 Build and maintain relationships with small business stakeholders	BSBESB404 Market new business ventures	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBSMB410 Review and implement energy efficiency in business operations	BSBESB402 Establish legal and risk management requirements of new business ventures	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBSMB411 Manage specialist external advisory services	BSBTWK401 Build and maintain business relationships	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBSMB415 Refine and strengthen a small business	BSBESB401 Research and develop business plans	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBSMB417 Recruit staff	BSBHRM415 Coordinate recruitment and onboarding	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBSMB418 Manage compliance for small business	BSBESB405 Manage compliance for small businesses	Updated Title to align to policy. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBSMB420 Evaluate and develop small business operations	BSBESB406 Establish operational strategies and procedures for new business ventures	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
BSBSMB421 Manage small business finances	BSBESB407 Manage finances for new business ventures	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBSMB422 Plan small business growth	BSBESB401 Research and develop business plans	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBSMB423 Create a digital technology plan for small business	BSBESB406 Establish operational strategies and procedures for new business ventures	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBSUS201 Participate in environmentally sustainable work practices	BSBSUS211 Participate in sustainable work practices	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBSUS401 Implement and monitor environmentally sustainable work practices	BSBSUS411 Implement and monitor environmentally sustainable work practices	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBSUS402 Implement an environmental management plan	BSBSUS411 Implement and monitor environmentally sustainable work practices	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBSUS403 Measure, monitor and reduce carbon emissions	BSBSUS411 Implement and monitor environmentally sustainable work practices	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBSUS404 Assess, implement, monitor and report on waste management	BSBSUS411 Implement and monitor environmentally sustainable work practices	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBSUS405 Assess, monitor and reduce water use	BSBSUS411 Implement and monitor environmentally sustainable work practices	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBSUS406 Identify and apply sustainability rating tools	BSBSUS411 Implement and monitor environmentally sustainable work practices	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBSUS501 Develop workplace policy and procedures for sustainability	BSBSUS511 Develop workplace policies and procedures for sustainability	Updated Title to align to policy. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBWHS201 Contribute to health and safety of self and others	BSBWHS211 Contribute to the health and safety of self and others	Minor changes to Elements and Performance Criteria. Vocational/job outcomes remain unchanged.	E

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
BSBWHS301 Maintain workplace safety	BSBWHS311 Assist with maintaining workplace safety	Title revised to better reflect work requirements. Minor wording changes to Elements. Performance Criteria added to clarify intent and scope of unit. Minor changes to Assessment Requirements and Foundation Skills. Vocational/job outcomes remain unchanged.	E
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements	BSBWHS411 Implement and monitor WHS policies, procedures and programs	Minor changes to Elements, Performance Criteria and Foundation Skills. Vocational/job outcomes remain unchanged.	E
BSBWOR201 Manage personal stress in the workplace	BSBPEF201 Support personal wellbeing in the workplace	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBWOR202 Organise and complete daily work activities	BSBPEF202 Plan and apply time management	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBWOR203 Work effectively with others	BSBTWK201 Work effectively with others	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBWOR204 Use business technology	BSBTEC201 Use business software applications	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBWOR301 Organise personal work priorities and development	BSBPEF301 Organise personal work priorities	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBWOR302 Work effectively as an off-site worker	BSBOPS201 Work effectively in business environments	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBWOR403 Manage stress in the workplace	BSBPEF401 Manage personal health and wellbeing	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy.	NE

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
BSBWOR404 Develop work priorities	BSBPEF402 Develop personal work priorities	Updates made to Assessment Conditions to align to policy. Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBWOR424 Develop a time management plan	BSBPEF402 Develop personal work priorities	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBWOR501 Manage personal work priorities and professional development	BSBPEF501 Manage personal and professional development	Changed Title to clarify intent. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	NE
BSBWOR502 Lead and manage team effectiveness	BSBTWK502 Manage team effectiveness	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBWRK311 Develop self-awareness	BSBPEF302 Develop self-awareness	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBWRK409 Prepare for and participate in dispute resolution	BSBTWK502 Manage team effectiveness	Vocational outcomes of superseded unit addressed by current industry requirements described in superseding unit.	NE
BSBWRK411 Support employee and industrial relations procedures	BSBHRM412 Support employee and industrial relations	Updated Title to align to policy. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBWRK412 Contribute to personal development	BSBPEF403 Lead personal development	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBWRK520 Manage employee relations	BSBHRM522 Manage employee and industrial relations	Changed Title to clarify intent. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to	E

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
		align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	
BSBWRT301 Write simple documents	BSBWRT311 Write simple documents	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBWRT401 Write complex documents	BSBWRT411 Write complex documents	No Title change. Minor edits made to Elements and Performance Criteria to align to policy. Updates made to Foundation Skills to align to policy. Minor edits made to Performance Evidence and Knowledge Evidence to align to policy. Updates made to Assessment Conditions to align to policy.	E
BSBWRT501 Write persuasive copy	BSBMKG555 Write persuasive copy	No Title change. Significant edits made to Elements and Performance Criteria to clarify intent and align to policy. Updates made to Foundation Skills to align to policy. Significant edits made to Performance Evidence and Knowledge Evidence to clarify intent and align to policy. Updates made to Assessment Conditions to align to policy.	E
-	BSBCMM412 Lead difficult conversations	Unit newly created.	NC
-	BSBCNV616 Comply with tax obligations in a conveyancing transaction	Unit newly created.	NC
-	BSBCRT611 Apply critical thinking for complex problem solving	Unit newly created.	NC
-	BSBFIN502 Manage financial compliance	Unit newly created.	NC
-	BSBINS502 Coordinate data management	Unit newly created.	NC
-	BSBINS515 Participate in archiving activities	Unit newly created.	NC
-	BSBINS516 Undertake cataloguing activities	Unit newly created.	NC
-	BSBLEG425 Apply principles of legal project management	Unit newly created.	NC
-	BSBLEG531 Apply legal principles in administrative law matters	Unit newly created.	NC
-	BSBLEG533 Support alternative dispute resolution processes	Unit newly created.	NC
-	BSBLEG534 Take instructions in a legal services environment	Unit newly created.	NC
-	BSBMKG628 Lead organisational public relations	Unit newly created.	NC
-	BSBOPS302 Identify business risk	Unit newly created.	NC
-	BSBOPS306 Record stakeholder interactions	Unit newly created.	NC
-	BSBPMG541 Manage complex projects	Unit newly created.	NC

Unit mapping information: Version 6.0 to Version 7.0			
Code and title BSB Version 6.0	Code and title BSB Version 7.0	Comments	Equivalence to previous
-	BSBSUS412 Develop and implement workplace sustainability plans	Unit newly created.	NC
-	BSBSUS413 Evaluate and report on workplace sustainability	Unit newly created.	NC
-	BSBTEC203 Research using the internet	Unit newly created.	NC
-	BSBTEC601 Review organisational digital strategy	Unit newly created.	NC
-	BSBTWK601 Develop and maintain strategic business networks	Unit newly created.	NC

No further units of competency were created, deleted or changed in the update from Version 6.0 to Version 7.0. Those units of competency not included in the above mapping table are listed in the *Units in BSB Business Services Training Package* table.

The 'Compare Content Tool' available on the [training.gov.au](https://www.training.gov.au) (TGA) website allows users to access more detailed information on changes between training product versions. To watch a video on how to use this tool visit <https://www.youtube.com/watch?v=EjhNe3BuOH4>.

Imported units in the training package

A range of units of competency have been imported into the *BSB Business Services Training Package* to provide greater flexibility, choice and transferability of skills within the industry.

Imported units of competency in BSB Business Services Training Package Version 7.0		
Code	Title	Host Training Package
AHCBUS615	Implement a monitoring, evaluation and reporting program	AHC Agriculture, Horticulture and Conservation and Land Management
CPPCMN4009	Develop team understanding of and commitment to sustainability	CPP Property Services
CPPDSM4047	Implement and monitor procurement process	CPP Property Services
CPPWMT3044A	Identify wastes and hazards	CPP Property Services
CUAEVP211	Assist with the staging of public activities or events	CUA Creative Arts and Culture
CUAEVP411	Present information on activities, events or public programs	CUA Creative Arts and Culture
CUAIND202	Develop and apply knowledge of information and cultural services organisations	CUA Creative Arts and Culture
CUAPRE401	Implement preventative conservation activities	CUA Creative Arts and Culture
CUACNM601	Manage collection maintenance and preservation procedures	CUA Creative Arts and Culture
HLTAID003	Provide first aid	HLT Health
HLTAID005	Provide first aid in remote situations	HLT Health
ICPPRP322	Digitise images for reproduction	Printing and Graphic Arts
ICPPRP422	Digitise complex images for reproduction	Printing and Graphic Arts
ICTICT515	Verify client business requirements	ICT Information and Communications Technology
ICTICT517	Match ICT needs with the strategic direction of the organisation	ICT Information and Communications Technology
ICTICT602	Develop contracts and manage contracted performance	ICT Information and Communications Technology
ICTICT606	Develop communities of practice	ICT Information and Communications Technology
ICTSAS305	Provide ICT advice to clients	ICT Information and Communications Technology
ICTSAS410	Identify and resolve client ICT problems	ICT Information and Communications Technology
ICTWEB201	Use social media tools for collaboration and engagement	ICT Information and Communications Technology
FNSACC312	Administer subsidiary accounts and ledgers	FNS Financial Services
FNSACC411	Process business tax requirements	FNS Financial Services
FNSACC412	Prepare operational budgets	FNS Financial Services
FNSACC413	Make decisions in a legal context	FNS Financial Services
FNSACC416	Set up and operate a computerised accounting system	FNS Financial Services
FNSFLT201	Develop and use a personal budget	FNS Financial Services
FNSINC401	Apply principles of professional practice to work in the financial services industry	FNS Financial Services
FNSORG601	Negotiate to achieve goals and manage disputes	FNS Financial Services
FNSORG602	Develop and manage financial systems	FNS Financial Services
FNSPRM601	Establish, supervise and monitor practice systems to conform with legislation and regulations	FNS Financial Services
FNSTPB402	Establish and maintain payroll systems	FNS Financial Services
MEM13001B	Perform emergency first aid	MEM Manufacturing and Engineering

Imported units of competency in <i>BSB Business Services Training Package Version 7.0</i>		
Code	Title	Host Training Package
MSMENV472	Implement and monitor environmentally sustainable work practices	MSM Manufacturing Training Package
MSS014013	Contribute to sustainability related audits	MSS Sustainability
MSS015022	Develop strategies for more sustainable use of resources	MSS Sustainability
MSS015025	Develop a business case for sustainability improvements	MSS Sustainability
PSPETH002	Uphold and support the values and principles of public service	PSP Public Sector
PSPETH003	Promote the values and ethos of public service	PSP Public Sector
PSPGEN028	Provide a quotation	PSP Public Sector
PSPGEN043	Apply government processes	PSP Public Sector
PSPGEN049	Undertake negotiations	PSP Public Sector
PSPMGTo06	Develop a business case	PSP Public Sector
PSPMGTo12	Facilitate knowledge management	PSP Public Sector
PSPPCM006	Select providers and develop contracts	PSP Public Sector
PSPPCM007	Manage contracts	PSP Public Sector
PSPPCM008	Manage contract performance	PSP Public Sector
PSPPCM009	Finalise contracts	PSP Public Sector
PSPPCM010	Manage procurement risk	PSP Public Sector
PSPPCM011	Plan to manage a contract	PSP Public Sector
PSPPCM012	Plan for procurement outcomes	PSP Public Sector
PSPPCM013	Make procurement decisions	PSP Public Sector
PSPPCM015	Conduct and manage coordinated procurement	PSP Public Sector
PSPPCM016	Plan and implement strategic sourcing	PSP Public Sector
PSPPCM017	Plan and implement procurement category management	PSP Public Sector
PSPPCM018	Conduct demand and procurement spend analysis	PSP Public Sector
PSPPCY004	Support policy implementation	PSP Public Sector
PUACOM008	Develop and organise public safety awareness programs	PUA Public Safety
PUAFER001	Identify, prevent and report potential facility emergency situations	PUA Public Safety
PUAFER004	Respond to facility emergencies	PUA Public Safety
PUAWHS003	Implement and monitor organisational work, health and safety policies, procedures and programs	PUA Public Safety
RIIVEH305E	Operate and maintain a four wheel drive vehicle	RII Resources and Infrastructure Industry
RIIWHS202D	Enter and work in confined spaces	RII Resources and Infrastructure Industry
RIIWHS204D	Work safely at heights	RII Resources and Infrastructure Industry
RIIWHS403D	Apply the mine work health and safety management plan	RII Resources and Infrastructure Industry
SIRXCEG002	Assist with customer difficulties	SIR Retail Services
SIRXCEG004	Create a customer-centric culture	SIR Retail Services
SIRXCEG005	Maintain business to business relationships	SIR Retail Services
SIRXECM002	Prepare digital content	SIR Retail Services
SIRXECM003	Design an ecommerce site	SIR Retail Services
SIRXMGT005	Lead the development of business opportunities	SIR Retail Services
SIRXMKT001	Support marketing and promotional activities	SIR Retail Services
SIRXMKT002	Use social media to engage customers	SIR Retail Services
SIRXMKT006	Develop a social media strategy	SIR Retail Services
SIRMKTo07	Develop a digital marketing plan	SIR Retail Services

Imported units of competency in <i>BSB Business Services Training Package</i> Version 7.0		
Code	Title	Host Training Package
SIRXPDK001	Advise on products and services	SIR Retail Services
SIRXOSM003	Use social media and online tools	SIR Retail Services
SIRXOSM005	Develop a basic website for customer engagement	SIR Retail Services
SIRXOSM007	Manage risk to organisational reputation in an online setting	SIR Retail Services
SIRXSLS003	Achieve sales results	SIR Retail Services
SIRXSLS004	Drive sales results	SIR Retail Services
TAEASS301	Contribute to assessment	TAE Training and Education
TAEDEL301	Provide work skill instruction	TAE Training and Education
TAEDEL401	Plan, organise and deliver group-based learning	TAE Training and Education
TAEDES501	Design and develop learning strategies	TAE Training and Education
TAELED803	Implement improved learning practice	TAE Training and Education
TAELED804	Review enterprise e-learning systems and solutions implementation	TAE Training and Education
TLIE4006	Collect, analyse and present workplace data and information	TLI Transport and Logistics

Prerequisite units in BSB Business Services Training Package

No native *BSB Business Services Training Package* units of competency have prerequisite unit requirements.

Regulation and licensing implications for implementation

Regulation or licensing issues are identified in the *Application* section of units of competency and the *Qualification Description* section of qualifications. If there are no requirements, the following statement will appear: No licensing, legislative or certification requirements apply to this unit/qualification at the time of publication.

Information for conveyancers

Conveyancers (known as settlement agents in Western Australia) prepare and lodge legal documentation involved in a transfer of real property. The following licensing, legislative and certification requirements apply to conveyancing qualifications in the *BSB Business Services Training Package*.

Minimum qualifications/required units of competency

Many states and territories mandate completion of *BSB Business Services Training Package* training products as a requirement for practicing as a licensed conveyancer:

State/Territory	Licensing requirements
ACT	No specialist licensed conveyancers. All conveyancing work must be undertaken by a legal practitioner.
NSW	Advanced Diploma of Conveyancing , 18 units of competency prescribed. Legal practitioners may conduct conveyancing work without holding a conveyancer's licence. Must comply with <i>Conveyancers Licensing Act 2003 (NSW)</i> .
NT	Advanced Diploma of Conveyancing , 15 units of competency prescribed. Must comply with <i>Agents Licensing Act 1979 (NT)</i> .
QLD	No specialist licensed conveyancers. All conveyancing work must be undertaken by a legal practitioner.
SA	Advanced Diploma of Conveyancing , 18 units of competency prescribed. Legal practitioners may conduct conveyancing work without holding a conveyancer's licence. Must comply with <i>Conveyancers Act 1994 (SA)</i> .
TAS	Diploma or Advanced Diploma of Conveyancing , no units of competency prescribed. Must comply with <i>Conveyancing Act 2004 (Tas)</i> .
VIC	Advanced Diploma of Conveyancing , 18 units of competency prescribed. Legal practitioners may conduct conveyancing work without holding a conveyancer's licence. Must comply with <i>Conveyancers Act 2006 (Vic)</i> .
WA	Diploma of Conveyancing , no units of competency prescribed. Legal practitioners may conduct conveyancing work without holding a settlement agent's licence.

Relevant legislation and regulatory requirements

In developing training package components, legislative and regulatory requirements were considered. Legislative and regulatory requirements differ between States and Territories in Australia and are subject to change. RTOs are responsible for ensuring that delivery and assessment incorporates the appropriate requirements.

Commonwealth

- *A New Tax System (Goods and Services Tax) Act 1999*
- *Age Discrimination Act 2004*
- *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*
- *Australian Capital Territory Government Service (Consequential Provisions) Act 1994*
- *Australian Human Rights Commission Act 1986*
- *Australian Prudential Regulation Authority Act 1998*
- *Australian Securities and Investments Commission Act 2001*
- *Competition and Consumer Act 2010*
- *Corporations Act 2001*
- *Disability Discrimination Act 1992*
- *Fringe Benefits Tax Assessment Act 1986*

- *Income Tax Assessment Act 1997*
- *Privacy Amendment (Enhancing Privacy Protection) Act 2012*
- *Racial Discrimination Act 1975*
- *Sex Discrimination Act 1984*
- *Tax Agent Services Act 2009*
- *Taxation Administration Act 1953*
- *Work Health and Safety Act 2011.*

State/Territory

- Anti-discrimination: *Discrimination Act 1991 (ACT); Anti-Discrimination Act 1977 (NSW); Anti-Discrimination Act 1996 (NT); Anti-Discrimination Act 1991 (Qld); Anti-Discrimination Act 1998 (Tas); Equal Opportunity Act 1995 (Vic); Equal Opportunity Act 1984 (WA).*
- Occupational health and safety: *Occupational Health and Safety Act 2004 (Vic); Occupational Safety and Health Regulations 1996 (WA).*
- Trustee: *Trustee Act 1958 (Vic); Trustee Act 1925 (NSW); Trustee Act 1936 (SA); Trustee Act 1962 (WA); Trustee Act 1978 (Qld).*

Regulatory authorities/standards

- Australian Accounting Standards Board (AASB)
- Financial Reporting Council.

Implementation information

Key features of training package and business services industry

The industry at a glance

The business services industry covers skills and job roles that support the operational functions of organisations. Business services workers help organisations to run more effectively, for example, by managing human resource needs, monitoring work health and safety, promoting goods and services, serving customers and managing projects.

Organisations right across Australia, both large and small, are likely to require the skills associated with business services job roles. There are specialist businesses that may employ a high proportion of workers in specialised business services jobs roles (such as specialist program management or human resources firms).

The business services industry referred to in this Implementation Guide is broadly defined as the workforce served by the *BSB Business Services Training Package*, which is made up of a variety of qualifications that can be broadly grouped as follows:

- Technical Skills:
 - Audit and Compliance, with 1 qualification at Diploma level
 - Conveyancing, with 1 qualification at Advanced Diploma level
 - Human Resources, with 3 qualifications from Certificate IV to Advanced Diploma
 - Information Services, with 3 qualifications from Certificate III to Diploma
 - Legal Services, with 3 qualifications from Certificate III to Diploma
 - Marketing, with 3 qualifications from Certificate IV to Advanced Diploma
 - Work Health and Safety, with 4 qualifications from Certificate III to Advanced Diploma
- Business, with 5 qualifications from Certificate II to Advanced Diploma
- Leadership and Management, with 4 qualifications from Certificate IV to Graduate Diploma
- Project Management, with 4 qualifications from Certificate IV to Graduate Diploma
- Entrepreneurship and Small Business, with 2 qualifications from Certificate III to Certificate IV
- Other business services qualifications (3 qualifications).

'Technical Skills' sectors of the *BSB Business Services Training Package* are those that are aligned to established professions. Many of these have recognised representative bodies. These sectors represent specialised job functions (*cf.* 'Business Enterprise Skills', which are transferable skills present across business services job functions). Job roles in Technical Skills sectors require a foundation of business enterprise skills. Some business services job roles (such as customer service representatives) will have business enterprise skills as their core skill requirements.

The Technical Skills sectors are examined in more detail below:

Audit and Compliance

Practitioners in this sector work to help businesses approach managing issues including business governance, compliance, and assuring processes and procedures. Internal and external auditors also included within the sector. Auditors may help organisations ensure compliance with relevant quality management systems, such as the ISO 9001 certification, food safety standards, and environmental management standards.

Conveyancing

Conveyancers facilitate the settlement and legal title transfer of real estate or land. Conveyancing is a licensed profession and VET often forms part of the licensing requirements. This industry is experiencing change with the introduction of e-conveyancing, which is currently live in five states. As such, this has become an essential component for contemporary Australian conveyancing practices.

Human Resources

Human resources practitioners support operational functions such as recruitment, workforce planning and management, and dispute resolution. Job roles can also include managing learning and development, change management, and culture and engagement of workforces. Public and private organisations across industries employ dedicated human resources staff, while there is also a significant number of human resources staff who work in specialist recruitment firms.

Information Services

The information management sector includes job roles in records management, archiving, and library and information services. Practitioners in library and information services manage the storage, organisation, access, retrieval, dissemination, and preservation of information; Records management practitioners are primarily involved in the collection, maintenance, secure storage and retrieval of records; and archivists acquire, manage and preserve original records that have permanent value and serve as authentic evidence of administrative, corporate, cultural and intellectual activity. The function of an archivist is mainly to preserve information and make it accessible to future users (increasingly in digital format). With an increased move towards electronic records, privacy and cyber security are key concerns for this sector.

Legal Services

The legal services sector includes roles such as legal administrative assistant, legal secretary, and paralegals. Paralegals carry out a range of tasks, including undertaking legal research, preparing legal documents, supporting solicitors or barristers with client interaction, and various administrative tasks. Automation and the use of artificial intelligence is being introduced in this sector.

Marketing

Individuals in the marketing sector are largely employed in advertising, marketing, communications and public relations roles. Practitioners manage the communication and messaging of organisations, including brand, image, and social relevance. The primary function of individuals in these job roles is to communicate the desired message of an organisation to all interested stakeholders, including current and prospective customers.

Procurement

Purchasing and procurement workers source and coordinate activities and strategic contracting of goods and services providers for businesses. BSB qualifications in this area prepare workers for job roles that include identifying supply sources, preparing purchase orders, receiving and checking purchase requests, checking inventories and preparing delivery schedules. Organisations may have internal procurement employees, or may hire procurement specialists for a specific reason, such as developing and implementing specific strategies and plans.

Work Health and Safety

Job roles in this sector focus on preventing work-related health problems, diseases, injuries, and death in a work area or organisation. The BSB Work Health and Safety training products prepare workers to undertake duties such as managing the implications of return-to-work activities, monitoring compliance programs, WHS risk management, and participating in WHS audits under the guidance of lead auditors.

Transferable skills

The *BSB Business Services Training Package* contains units of competency that support the development of transferable skills. These transferable business enterprise skills underpin all roles in the business services industry, as well as roles across other industries.

Additionally, some job roles in the business services industry, such as customer service representative, have business enterprise skills as their core skill requirements. These business enterprise skills can include verbal and written communication, financial literacy, project management, and data literacy.

The *BSB Business Services Training Package* also houses cross sector units of competency which are at the forefront of growth and innovation in Australia. These units of competency aim to raise skills levels across a number of areas in the Australian workforce and are not linked to any particular industry or sector. This version

of the *BSB Business Services Training Package* covers four cross sector areas: big data, cyber security, teamwork and communication, and the inclusion of people with disability.

Looking to the future

The business services industry has benefited from long periods of growth and as the economy strengthens and as outsourcing continues, the outlook for the industry is positive. However, there are a number of trends that will impact on most sectors in the industry in coming years:

- End of the mining boom – the Australian economy is going through a transition period as the mining boom, which has been sustaining the Australian economy for several years, begins to slow. The transition to a service economy represents an exciting opportunity for the business services workforce.
- Offshoring – the continuing drive for increased efficiency in the face of strong competitive pressures as well as advances in communication technologies and skill shortages in Australia have underpinned longer term efforts to shift parts of the internal operations of some business services offshore.
- Customer engagement – efforts to increase demand for services and business sustainability by enhancing customer engagement is a key theme in organisations.
- New technologies – the use of cloud and mobile devices as business tools is increasing. The use of software that integrates various social media platforms for use in daily business processes will enhance and extend internal and external collaboration. Data analytics is becoming integral to business processes to enhance understanding of customers and to forecast more accurately.
- Deeper global engagement – larger organisations are already working closely through partnerships and collaboration with overseas companies, particularly in Asia. This will continue as businesses recognise new opportunities in emerging markets and are supported through policy changes, to integrate further with Asia.
- End-to-end services – business services organisations are increasingly called upon to provide full solutions for their customers. Rather than focussing on solving a small part of a problem, clients are looking to single service-providers to design total business solutions and to manage all aspects of design, implementation and monitoring.
- Environmental sustainability – with national understanding of the likely impacts of climate change increasing, businesses are increasingly expected to minimise their environmental impact. Environmental sustainability practices also have benefits for businesses in terms of cost savings, energy efficiency, staff engagement and gaining a competitive edge.

Organisations are responding to these trends by forging business partnerships, specialising in niche areas, employing more specialists, distributing decision-making more widely within organisations, getting closer to customers through data, and harnessing the contingent workforce. These responses will have an impact on the future skill set of the workforce.

Industry sectors represented in the Training Package

The *BSB Business Services Training Package* has been structured to address the transferable skills required by workers across the economy, whilst also reflecting current and emerging skills needs in the Technical Skills sectors.

Technical Skills	Business Enterprise Skills	
Audit and Compliance	Social Competence Teamwork / Relationships Verbal communication Written communication Leadership	Business Competence Financial literacy Entrepreneurship / Small business skills Sustainability Business operations Project management
Conveyancing		
Human Resources		
Information Services		
Legal Services	Critical Thinking & Problem Solving Critical thinking Personal effectiveness Business strategy	Digital Competence Cyber security Technology use
Marketing		
Medical Administration		
Procurement	Data Literacy Data literacy	Other skill sectors ATSI governance
Work Health and Safety		

Each of these represent a specific competency field (or a 'unit sector') and are discussed in further detail below:

- Business Competence:** These general business skills are essential to succeeding in the Business Services sector. These include financial literacy, entrepreneurial skills, project management, and an understanding of business operations. Being equipped with strong business competence, allows individuals to move between job roles and industries across the Business Services sector, as well as to plan and build a new business venture.
 - *Financial Literacy* – In a Business Services environment, an individual that is financially literate is able to interact effectively with the financial resources of an organisation. These skills and knowledge enables the individual to identify, report on, and make strategic decisions relating to financial resources and transactions.
 - *Entrepreneurship / Small Business* – An individual that is competent in entrepreneurship demonstrates the skills and knowledge to plan, launch and maintain a new business venture. An individual that is entrepreneurial will also be able to identify business opportunities and develop strategies to gain advantage for an existing venture.
 - *Sustainability* – Sustainability practices encourage business activity that meets present needs, without compromising future production. An individual with the skills and knowledge to apply sustainability practices in a Business Services environment manages financial, social and environmental risks, obligations and opportunities.
 - *Business Operations* – Skills in business operations enable an individual to work effectively in a Business Services environment. These operational functions support the administration of an organisation to produce the greatest level of effectiveness and efficiency in its core areas of focus.
 - *Project Management* – A project is a temporary venture undertaken to create a unique product, service or result. Projects have a defined beginning and end in time, and therefore defined scope and resources. Project management is the application of knowledge, skills, tools, and techniques to project activities to meet the project requirements.

- **Critical Thinking & Problem Solving:** Critical thinking and problem solving skills enable individuals to interpret and apply information objectively. Individuals with these skills are better equipped to succeed in the Business Services sector, as their logic and rationale is self-monitored and self-corrective, irrespective of the context. These individuals are better equipped to think strategically about work practices, and to be personally effective.
 - *Critical Thinking* – Critical thinking skills enables an individual to gather, analyse, and apply information to develop effective solutions. These skills support intellectual rigour and objectivity. The ability to apply a critical thinking approach is highly sought by employers, as the skill is increasingly important for solving organisational challenges.
 - *Personal Effectiveness* – Personal effectiveness involves using techniques and available resources to maximise personal performance in order to contribute to business objectives. In a Business Services context, personal effectiveness covers personal and professional development, and personal health and wellbeing, which supports performance and ongoing skill development.
 - *Business Strategy* – Business strategy is an established plan of action designed to achieve a particular goal or set of organisational goals or objectives. It is aimed at strengthening the performance of the enterprise and sets out how business should be conducted to achieve the desired goals.
- **Social Competence:** A socially competent individual is able to work effectively with others. These interpersonal skills encourage clear communication (verbal, non-verbal, written) and collaboration. As new ways of working emerge across the Business Services sector, including remote teaming and the 'gig economy', these skills will become increasingly important for successful workplace interaction.
 - *Teamwork / Relationships* – An individual that has the skills to work (and build relationships) with others is more likely to be effective in a Business Services environment, particularly as digital technologies create more opportunities to work collaboratively.
 - *Verbal communication* – Effective verbal communication is an essential skill in a Business Services environment. Verbal communication may take the form of a conversation, speech or presentation, and be direct or indirect.
 - *Written communication* – Written communication, an essential skill in a Business Services environment, is often formal (e.g. a memo, report, letter), though sometimes may be less formal (e.g. email or instant messenger). Each type of written communication requires understanding of appropriate style and context.
 - *Leadership* – Leadership skills enable a person to interact with others in a way that improves collective performance. For this reason, effective leadership can produce desired organisational outcomes. These competencies are important for, not only individuals in management roles, but for individuals across the Business Services sector.
- **Data Literacy:** Data literacy is the ability to derive meaningful insights from data. People in roles across the Business Services sector have access to more and more data, with a growing emphasis being placed on data-driven decision making. These skills enable a person to effectively identify, locate, interpret, and evaluate information to produce business insights.
 - *Data Literacy* – Data literacy is the ability to derive meaningful insights from data. These skills enable a person to effectively identify, locate, interpret, and evaluate information to produce business insights.
- **Digital Competence:** A digitally competent person is able to use new and emerging platforms and digital technologies in a business environment. These systems are used safely and critically, and enable digital collaboration. As the Business Services sector becomes increasingly digitally-enabled, broad digital competence becomes imperative for this workforce.
 - *Cyber Security* – Exponential growth in the amount of sensitive data being stored calls for new information security skills, particularly around data protection and privacy. There are opportunities in the Business Services sector for cyber security professionals that can manage advanced threat response, risk management and advanced adversaries.
 - *Technology Use* – The ability to effectively use new and emerging technologies is increasingly important for the Business Services workforce. Technological developments present opportunities for organisations to operate more effectively and efficiently, including by enabling greater collaboration.

Industry sectors represented in <i>BSB Business Services Training Package Version 7.0</i>		
Sector	Titles for specific competency fields (alpha code)	Description This code is used to indicate:
Business Competence	Business Operations (OPS)	Units of competency that can be used across industries and training packages for the support and management of business operations functions
	Entrepreneurship and Small Business (ESB)	Units of competency that can be used across industries and training packages for the development and management of new business ventures
	Financial Literacy (FIN)	Units of competency that can be used across industries and training packages for the support and management of organisational accounting and finance functions
	Project Management (PMG)	Units of competency that can be used across industries and training packages for management and direction of projects, programs and portfolios of work
	Sustainability (SUS)	Units of competency that can be used across industries and training packages for fostering socially and environmentally sustainable work practices
Critical Thinking & Problem Solving	Business Strategy (STR)	Units of competency that can be used across industries and training packages for the implementation and development of business strategy – including innovation and continuous improvement
	Critical Thinking (CRT)	Units of competency that can be used across industries and training packages for developing concepts, ideas and constructive debate for the workplace
	Personal Effectiveness (PEF)	Units of competency that can be used across industries and training packages for personal and professional development, and health and wellbeing
Cross sector	Big Data (XBD)	Units of competency that can be used across industries and training packages to develop skills in working with big data
	Cyber Security (XCS)	Units of competency that can be used across industries and training packages to develop skills in supporting a cyber secure workforce
	Inclusion of People with Disability in VET (XDB)	Units of competency that can be used across industries and training packages for those engaging with people with disability
	Teamwork and Communication (XTW, XCM)	Units of competency that can be used across industries and training packages to develop skills for workplace communication and teamwork
Data Literacy	Data Literacy (DAT)	Units of competency that can be used across industries and training packages for data analysis and the use of data to develop business insights
	<i>See also 'Big Data'</i>	<i>See also 'Big Data'</i>
Digital Competence	Technology Use (TEC)	Units of competency that can be used across industries and training packages for the use of software applications and other digital technologies in the workplace
	<i>See also 'Cyber Security'</i>	<i>See also 'Cyber Security'</i>
Social Competence	Leadership (LDR)	Units of competency that can be used across industries and training packages for leadership and people management in the workplace
	Teamwork / Relationships (TWK)	Units of competency that can be used across industries and training packages for working in teams and building effective business relationships
	Verbal Communication (CMM)	Units of competency that can be used across industries and training packages for effective verbal communication in a workplace environment
	Written Communication (WRT)	Units of competency that can be used across industries and training packages for effective written communication across a range of media
Technical Skills	Aboriginal and Torres Strait Islander Governance (ATSI)	Specialist units of competency relating to the governance of Indigenous Corporations
	Audit and Compliance (AUD)	Specialist units of competency for undertaking compliance and quality auditing
	Conveyancing (CNV)	Specialist units of competency for facilitating conveyancing transactions
	Human Resources (HRM)	Specialist units of competency for supporting and managing the human resources function of an organisation
	Information Services (INS)	Specialist units of competency relating to libraries, archives and records management

Industry sectors represented in <i>BSB Business Services Training Package Version 7.0</i>		
Sector	Titles for specific competency fields (alpha code)	Description This code is used to indicate:
	Legal Services (LEG)	Specialist units of competency for supporting the provision of legal advice
	Marketing (MKG)	Specialist units of competency for supporting and managing the marketing function of an organisation
	Medical Administration (MED)	Specialist units of competency for carrying out administration in medical practices
	Procurement (PRC)	Specialist units of competency for supporting and managing the procurement function of an organisation
	Work Health and Safety (WHS)	Specialist units of competency for supporting and managing the health and safety function of an organisation

Mandatory entry requirements for qualifications

Generally, individuals may commence a qualification or skill set provided that they have the knowledge, skills or experience required for entry. Industry feedback has determined that particular entry requirements are required to maximise the successful completion of some qualifications by learners.

The table below shows those qualifications in the *BSB Business Services Training Package* with specific entry requirements.

BSB qualifications with entry requirements		
Code and title	Entry requirements	Rationale
BSB50320 Diploma of Human Resource Management	Have completed the following units (or equivalent competencies): BSBHRM411 Administer performance development processes; BSBHRM412 Support employee and industrial relations; BSBHRM415 Coordinate recruitment and onboarding; and BSBHRM417 Support human resource functions and processes. Equivalent competencies are predecessors to these units, which have been mapped as equivalent. or Have two years equivalent full-time relevant work experience.	Industry consultees suggested that the level of training and assessment required for this qualification are not appropriate for a learner who does not yet have the skills to administer performance development processes, support employee and industrial relations, coordinate recruitment and onboarding, and support human resource functions and processes before completing higher qualifications. Consultees also suggested that the required competence could be achieved through two years on-the-job learning.
BSB50620 Diploma of Marketing and Communication	Have completed the following units (or equivalent competencies): BSBCMM411 Make presentations; BSBCRT412 Articulate, present and debate ideas; BSBMKG433 Undertake marketing activities; BSBMKG435 Analyse consumer behaviour; BSBMKG439 Develop and apply knowledge of communications industry; and BSBWRT411 Write complex documents. Equivalent competencies are predecessors to these units, which have been mapped as equivalent. or Have two years equivalent full-time relevant work experience.	Industry consultees suggested that the level of training and assessment required for this qualification are not appropriate for a learner who does not yet have competence in writing complex documents, communicating ideas, undertaking marketing activities, and analysing consumer behaviour. Consultees also suggested that the required competence could be achieved through two years on-the-job learning.
BSB50720 Diploma of Paralegal Services	Have completed the following units (or equivalent competencies): BSBLEG314 Protect information in a legal services environment; BSBLEG423 Conduct simple legal research; and BSBLEG424 Support the drafting of complex legal documents. Equivalent competencies are predecessors to these units, which have been mapped as equivalent. or Have two years equivalent full-time relevant work experience.	Industry consultees suggested that the level of training and assessment required for this qualification are not appropriate for a learner who does not yet have the skills to protect information, conduct research, and support drafting of complex documents.

BSB qualifications with entry requirements		
Code and title	Entry requirements	Rationale
BSB51319 Diploma of Work Health and Safety	<p>All BSB41419 Certificate IV in Work Health and Safety core units or equivalent competencies. Equivalent competencies are predecessors to the following units which have been mapped as equivalent.</p> <ul style="list-style-type: none"> • 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. 	<p>Consultees also suggested that the required competence could be achieved through two years on-the-job learning.</p> <p>Industry consultees suggested that the level of training and assessment required for this qualification are not appropriate for a learner who does not yet have the skills to assist implementation and maintenance of WHS, and contribute to WHS risk management and workplace incident response.</p>
BSB60120 Advanced Diploma of Business	<p>Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).</p> <p>or</p> <p>Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.</p>	<p>Industry consultees suggested that the level of training and assessment required for this qualification are not appropriate for a learner who does not yet have competence to initiate, plan, execute and evaluate their own work and/or the work of others.</p> <p>Consultees also suggested that the required competence could be achieved through two years on-the-job learning.</p>

BSB qualifications with entry requirements		
Code and title	Entry requirements	Rationale
BSB60320 Advanced Diploma of Human Resource Management	Have completed one of the following qualifications: BSB50320 Diploma of Human Resource Management; or BSB50618 Diploma of Human Resources Management (or a superseded equivalent version). or Have four years equivalent full-time relevant work experience.	Industry consultees suggested that the level of training and assessment required for this qualification are not appropriate for a learner who does not yet have the skills to manage business risk and employee and industry relations; monitor policies; procedures and programs; coordinate plans; functions and processes; and contribute to the learning and development of teams and individuals. Consultees also suggested that the required competence could be achieved through four years on-the-job learning.
BSB60420 Advanced Diploma of Leadership and Management	Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions). or Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.	Industry consultees suggested that the level of training and assessment required for this qualification are not appropriate for a learner who does not yet have competence to initiate, plan, execute and evaluate their own work and/or the work of others. Consultees also suggested that the required competence could be achieved through two years on-the-job learning.
BSB60520 Advanced Diploma of Marketing and Communication	Have completed the following units (or equivalent competencies): BSBMKG541 Identify and evaluate marketing opportunities; BSBMKG542 Establish and monitor the marketing mix; BSBMKG552 Design and develop marketing communication plans; BSBMKG555 Write persuasive copy; and BSBPMG430 Undertake project work. Equivalent competencies are predecessors to these units, which have been mapped as equivalent. or Have four years equivalent full-time relevant work experience.	Industry consultees suggested that the level of training and assessment required for this qualification are not appropriate for a learner who does not yet have the skills to evaluate market opportunities, monitor the marketing mix, develop communication plans, write persuasive document, and undertake project work. Consultees also suggested that the required competence could be achieved through four years on-the-job learning.
BSB60619 Advanced Diploma of Work Health and Safety	All BSB51319 Diploma of Work Health and Safety core units or equivalent competencies. Equivalent competencies are predecessors to four of the following units, which have been mapped as equivalent. Note: BSBWHS519 is new to the core of the Diploma, equivalent to its previous version, and a requirement for entry into the Advanced Diploma. <ul style="list-style-type: none"> • 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 • BSBWHS519 Lead the development and use of WHS risk management tools • BSBWHS522 Manage WHS consultation and participation processes. 	Industry consultees suggested that the level of training and assessment required for this qualification are not appropriate for a learner who does not yet have the skills to lead WHS risk management, lead initial response to and investigate WHS incidents, contribute to developing, implementing and maintaining a WHS management system, and manage consultation and participation.
BSB60720 Advanced Diploma of Program Management	Have completed one of the following qualifications: BSB50820 Diploma of Project Management; or BSB51415 Diploma of Project Management (or a superseded equivalent version). or Have completed two years equivalent full-time relevant workplace experience at a significant level within a project or program environment within an enterprise.	Industry consultees suggested that the level of training and assessment required for this qualification are not appropriate for a learner who does not yet have competence in managing project scope, time, quality, cost, human resources, communication, and risks.

BSB qualifications with entry requirements		
Code and title	Entry requirements	Rationale
		Consultees also suggested that the required competence could be achieved through two years on-the-job learning.
BSB80320 Graduate Diploma of Strategic Leadership	<p>Have completed a Diploma or Advanced Diploma qualification in related fields of study and 3 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.</p> <p>or</p> <p>Have completed a Bachelor degree in related fields of study and 2 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.</p> <p>or</p> <p>Have five years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.</p>	Industry consultees suggested that the level of training and assessment required for this qualification are not appropriate for a learner who does not yet have competence in program or project leadership and management, and high-level writing, technical and communication skills related to strategic leadership.
BSB80220 Graduate Diploma of Portfolio Management	<p>Have completed a Diploma or Advanced Diploma qualification in related fields of study and 3 years equivalent full-time relevant workplace experience at a significant level of project or program leadership and management responsibility and/or complexity in an enterprise.</p> <p>or</p> <p>Have completed a Bachelor degree in related fields of study and 2 years equivalent full-time relevant workplace experience at a significant level of project or program leadership and management responsibility and/or complexity in an enterprise.</p> <p>or</p> <p>Have five years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.</p>	Industry consultees suggested that the level of training and assessment required for this qualification are not appropriate for a learner who does not yet have competence in program or project leadership and management, and high-level writing, technical and communication skills related to portfolio management.

The table below shows those skill sets in the *BSB Business Services Training Package* with specific entry requirements.

BSB skill sets with entry requirements		
Code and title	Entry requirements	Rationale
BSBSS00108 Marketing and Communication Skill Set	Entry to this skill set is limited to those who have completed BSBSS00107 Marketing and Communication Foundations Skill Set or BSB40820 Certificate IV in Marketing and Communication.	Entry Requirements added to close loophole. A learner could otherwise enter BSB60520 Advanced Diploma of Marketing and Communication by completing this skill set, thereby bypassing the Entry Requirements of BSB50620 Diploma of Marketing and Communication.

Pathways information

A pathway is the route or course of action taken to get to a destination. A training pathway generally means the learning activities or experiences used to attain the competencies needed to achieve career goals. There is no single pathway that applies to everyone; each individual has specific needs and goals.

Qualification pathways and occupational outcomes

Most *BSB Business Services Training Package* qualifications at Diploma and Advanced Diploma levels cover underpinning competencies in a range of higher education programs. There are currently no national credit arrangements between qualifications in the *BSB Business Services Training Package* and higher education programs due to the diversity of business, commerce and accounting curriculum across universities.

Achievement of AQF qualifications provides opportunities for individuals to pursue and achieve their career goals. Qualifications can be achieved in various ways, including:

- off-the-job training, e.g. attending classroom-based learning programs
- on-the-job training, e.g. apprenticeships, traineeships
- skills recognition
- credit transfer.

Skill set pathways

Skill set pathways information in <i>BSB Business Services Training Package</i> Version 7.0		
Code	Title	Pathways Information
BSBSS00091	Capture and Present Big Data Skill Set	Units from this skill set contribute to credit towards BSB40120 Certificate IV in Business.
BSBSS00092	Manage Big Data Skill Set	Units from this skill set contribute to credit towards BSB40120 Certificate IV in Business.
BSBSS00093	Cyber Security Threat Assessment and Risk Management Skill Set	Units from this skill set contribute to credit towards BSB40120 Certificate IV in Business.
BSBSS00094	Cyber Security Awareness Skill Set	Units from this skill set contribute to credit towards BSB40120 Certificate IV in Business.
BSBSS00095	Lead Auditor Skill Set	Units from this skill set can contribute to credit towards BSB0920 Diploma of Quality Auditing.
BSBSS00096	Innovation Practice Skill Set	Units from this skill set can contribute to credit towards BSB40120 Certificate IV in Business and BSB40320 Certificate IV in Entrepreneurship and New Business.
BSBSS00097	Innovation Leadership Skill Set	Units from this skill set can contribute to credit towards BSB50120 Diploma of Business.
BSBSS00098	Marketing Foundations Skill Set	Units from this skill set can contribute to credit towards BSB40120 Certificate IV in Business and BSB40820 Certificate IV in Marketing and Communication.
BSBSS00099	Communications and Public Relations Foundations Skill Set	Units from this skill set can contribute to credit towards BSB40820 Certificate IV in Marketing and Communication.
BSBSS00100	Business Operations Support Skill Set	Units from this skill set can contribute to credit towards BSB40320 Certificate IV in Entrepreneurship and New Business and BSB40520 Certificate IV in Business.
BSBSS00101	Business Operations Management Skill Set	Units from this skill set can contribute to credit towards BSB40320 Certificate IV in Entrepreneurship and New Business and BSB50120 Diploma of Business.
BSBSS00102	Micro Business Skill Set	Units from this skill set can contribute to credit towards BSB40320 Certificate IV in Entrepreneurship and New Business.
BSBSS00103	New Business Ventures Skill Set	Units from this skill set can contribute to credit towards BSB30220 Certificate III in Entrepreneurship and New Business.

Skill set pathways information in *BSB Business Services Training Package Version 7.0*

Code	Title	Pathways Information
BSBSS00104	Small Business Management Skill Set	Units from this skill set can contribute to credit towards BSB40320 Certificate IV in Entrepreneurship and New Business.
BSBSS00105	Human Resources Foundation Skill Set	Units from this skill set can contribute to credit towards BSB40420 Certificate IV in Human Resources.
BSBSS00106	Introduction to Paralegal Services Skill Set	Units from this skill set can contribute to credit towards BSB40620 Certificate IV in Legal Services.
BSBSS00107	Marketing and Communication Foundation Skill Set	Units from this skill set can contribute to credit towards BSB40820 Certificate IV in Marketing and Communication.
BSBSS00108	Marketing and Communication Skill Set	Units from this skill set can contribute to credit towards BSB50620 Diploma of Marketing and Communication.
BSBSS00109	Introduction to Team Management Skill Set	Units from this skill set can contribute to credit towards BSB50420 Diploma of Leadership and Management.
BSBSS00110	Business Development Skill Set	Units from this skill set can contribute to credit towards BSB50120 Diploma of Business and BSB50620 Diploma of Marketing and Communication.
BSBSS00111	Human Resources Advisor Skill Set	Units from this skill set can contribute to credit towards BSB50320 Diploma of Human Resource Management.
BSBSS00112	Workplace Technology Skill Set	Units from this skill set can contribute to credit towards BSB30120 Certificate III in Business.
BSBSS00113	Digital Business Administration Skill Set	Units from this skill set can contribute to credit towards BSB40120 Certificate IV in Business.
BSBSS00114	Organisational Governance Skill set	Units from this skill set can contribute to credit towards BSB60120 Advanced Diploma of Leadership and Management.
BSBSS00115	Copyright Management Skill Set	Units from this skill set can contribute to credit towards BSB60120 Advanced Diploma of Business.
BSBSS00116	Campaign Management Skill Set	Units from this skill set can contribute to credit towards BSB60520 Advanced Diploma of Marketing and Communication.
BSBSS00117	Diversity and Inclusion Skill Set	Units from this skill set can contribute to credit towards BSB60420 Advanced Diploma of Leadership and Management.
BSBSS00118	Procurement Manager Skill Set	Units from this skill set can contribute to credit towards BSB50120 Diploma of Business.
BSBSS00119	Customer Service Skill Set	Units from this skill set can contribute to credit towards BSB30120 Certificate III in Business.
BSBSS00120	Administrative Assistant Skill Set	Units from this skill set can contribute to credit towards BSB30120 Certificate III in Business.
BSBSS00121	Medical Administration Skill Set	Units from this skill set can contribute to credit towards BSB30120 Certificate III in Business.
BSBSS00122	Compliance Skill Set	Units from this skill set can contribute to credit towards BSB50920 Diploma of Quality Auditing.
BSBSS00123	Records and Information Management Skill Set	Units from this skill set can contribute to credit towards BSB50120 Diploma of Business and BSB50520 Diploma of Library and Information Services.
BSBSS00124	Workplace IT Foundations Skill Set	Units from this skill set can contribute to credit towards BSB20120 Certificate II in Workplace Skills.
BSBSS00125	Workplace Foundations Skill Set	Units from this skill set can contribute to credit towards BSB20120 Certificate II in Workplace Skills.

Access and equity considerations

Access and equity relate to the approaches used to make sure training and assessment practices consider and respond to the individual support needs of learners so that potential learning barriers are eliminated or minimised. Individual support needs that learners could present with could relate to their:

- age
- gender
- cultural or ethnic background
- disability
- sexuality
- language, literacy or numeracy skills
- employment status
- geographical location.

The design and content of this training package support equitable access and progression for all learners. It is the responsibility of the RTO delivering and assessing qualifications to:

- ensure that training and assessment processes and methods do not disadvantage individual learners
- determine the support needs of individual learners and to provide access to any educational and support services necessary.

Some practical ways that access and equity issues could be addressed include:

- modifying assessment processes and techniques for learners who are located at a distance from a campus location
- checking that materials are culturally appropriate for learners
- checking that activities and assessments are suitable for the language, literacy and numeracy skill levels of learners (while meeting the requirements of the unit of competency).

Considerations specific to learners with disability

A legislative and regulatory framework underpins and supports the delivery of VET across Australia. Under this framework, VET providers must take steps to ensure that learners with recognised disabilities can access and participate in education and training on the same basis as learners without disabilities.

RTOs have obligations to support learners with disability under the Standards for RTOs 2015, *Disability Discrimination Act 1992*, and the Disability Standards for Education 2005. RTOs need to provide advice and information to learners with disability about the suitability of a course, any inherent requirements for the course, reasonable adjustments that can be made, and support that is available.

Training and assessment practices must give due consideration to learners with disability, and in particular recognise the diverse range of disabilities and individualised impact that disability has on learners. Disability is broad and diverse, and can include physical and learning disabilities, chronic medical condition, or mental illness. RTOs must take an individualised approach to supporting learners with disability, recognising that each learner's disability will be specific to that person, and will have a specific impact on their learning experience. An individual's disability may necessitate the implementation of specific supports to allow them to participate in learning.

It is recommended to ask universally (and also on an individual basis) whether a person requires adjustments to undertake their course. Make it clear that all personal information will be handled confidentially and that this question is only asked for the purposes of being able to offer support and arrange reasonable adjustments. Learners with disability do not have to disclose their disability, but by making it clear that disclosure is only for the purposes of providing support so they can access and participate in VET equally, learners are more likely to feel comfortable disclosing. If a learner does choose to disclose, they must be consulted to determine what supports or reasonable adjustments should be put in place for them.

It is important that all staff are made aware of what their responsibilities are in negotiating and implementing adjustments and supports.

Examples of educational and support services that can assist learners with disability meet course requirements include:

- offering study support and skills programs, including language, literacy and numeracy programs
- providing equipment, resources and/or programs to increase access for learners with disability
- using trained support staff including specialist teachers, note-takers and interpreters
- flexible scheduling and delivery of training and assessment, including allowing longer time where appropriate, and adjusting delivery methods and communication techniques
- providing learning and assessment materials in alternative formats.

Reasonable adjustment for learners with disability

Reasonable adjustments can be made to the learning environment, training delivery, learning resources and/or assessment tasks to accommodate the support needs of a learner with disability. The purpose of reasonable adjustments is to make it possible for learners to participate fully. It is not to give learners with additional or different needs an advantage over others, to change course standards or outcomes, or to guarantee success.

A reasonable adjustment in learning and assessment activity needs to be justifiable and uphold the integrity of the unit/qualification. An adjustment is reasonable if it can accommodate the learner's support needs while also taking into account factors such as the views of the learner, the potential effect of the adjustment on the learner and others, the costs and benefits of making the adjustment. Reasonable adjustments should be negotiated on an individualised basis, recognising that each person with disability will have specific learning needs and requirements for adjustment.

Inherent requirements are the fundamental parts of a course that must be met by all learners in order for them to be deemed competent. They are the abilities, skills and knowledge learners need to undertake the course — those components which, if removed, would compromise the learning outcomes. Learners with disability should be provided with reasonable adjustments to enable them to meet these inherent requirements, provided this would not cause unjustifiable hardship to the RTO. However, if a learner cannot meet the inherent requirements, even with adjustments, then they cannot undertake the course. Learners should be given as much information as possible to allow them to make informed decisions about whether they will be able to meet inherent course requirements.

Adjustments must:

- be discussed with and agreed to by the learner with disability
- benefit the learner with disability
- maintain the integrity of the competency standards
- be a reasonable expectation in a workplace or training and assessment environment.

Adjustments are not required if they could:

- cause the RTO unjustifiable hardship
- harm other learners.

Making reasonable adjustments requires the RTO to balance the need for change with the expense or effort involved in making this change. If an adjustment requires a disproportionately high expenditure or disruption, it is not likely to be reasonable.

Reasonable adjustments can encompass a range of areas including the physical environment, teaching delivery and format, utilisation of assistance equipment and reduction of study load. Examples of reasonable adjustments that can assist learners with disability to participate fully in training and assessment include:

- accessible classrooms
- changes to class scheduling
- note-taking or interpreting support
- modification to presentation mediums and techniques or teaching practices
- course materials, information and learning tasks in alternative formats

- alternative assessment formats, timeframes or tasks
- availability of assistive technologies or specialised equipment
- allowing a carer or support person to be present in the learning environment.

Additional resources

The following resources can provide further information about different types of disability, as well as additional guidance and support for meeting the needs of learners with disability:

- the Australian Disability Clearinghouse on Education and Training (ADCET)
- the Australian Human Rights Commission
- National Disability Coordination Officers.

RTO support services, access and equity or disability departments can also provide guidance on supporting and including learners with disability.

An overview of some specific types of disability, their possible impacts, and teaching and assessment strategies to assist learners with these impacts, can be found at: <https://www.adcet.edu.au/inclusive-teaching/specific-disabilities/>.

Some practical examples for implementing reasonable adjustments to address different learner needs can be found at:

http://www.ndco.stepscs.net.au/uploads/5/0/2/0/5020317/7_reasonable_adjustments_sept2014.pdf.

Foundation skills

Foundation skills are the non-technical skills that support an individual's participation in the workplace, in the community and in education and training.

The foundation skills field in a unit of competency:

- identifies skills that underpin competent performance but are not explicit in the performance criteria of the unit
- describes the application of each skill in context of the performance criteria
- should be considered as an integrated part of the unit for delivery and assessment purposes.

Foundation skills can incorporate language, literacy and numeracy skills described in the *Australian Core Skills Framework (ACSF)*, and the employability skills described in the *Employability Skills Framework (ESF)*.

The skills included in these two frameworks are illustrated in the table below.

ACSF	ESF
<ul style="list-style-type: none"> • Learning • Reading • Writing • Oral Communication • Numeracy 	<ul style="list-style-type: none"> • Communication • Teamwork • Problem Solving • Initiative and Enterprise • Planning and Organising • Self-management • Learning • Technology

Health and safety implications in the industry

Work health and safety (WHS) requirements are covered either by:

- embedding requirements in the elements/performance criteria of units of competency
- including specific *WHS* units in qualifications.

In jurisdictions where model *WHS* laws have not been implemented, RTOs are advised to contextualise units of competency by referring to the existing *WHS* legislative requirements.

Resource and equipment requirements

RTOs must make sure that all resources and equipment required to train and assess units of competency are available.

Details of specific resources, including equipment and materials essential for assessment, are listed in the *Assessment Conditions* sections of the assessment requirements for each unit of competency.

Legal considerations for learners in the workplace/on placements

Legal requirements that apply to specific industries and VET vary across each state and territory, and can regularly change. Contact the relevant state or territory department/s to check what legal requirements apply.

Other information relevant to implementing the Training Package

Requirements for assessors

Assessor requirements are identified in the *Assessment Conditions* section of assessment requirements for each unit of competency. All assessors must meet the requirements set by the applicable registering body (refer to the section 'Who can deliver and assess a qualification?' in this Guide).

Training and assessment in simulated environments

Units of competency in the *BSB Business Services Training Package* may be delivered and assessed in the workplace or in a simulated workplace environment.

To maintain the integrity of training and assessment RTOs, trainers and assessors need to keep pace with industry technologies and ensure that learning activities and assessments accurately reflect workplace activities. RTOs will need regular contact with industry to ensure the currency and validity of all activities conducted in simulated environments.

All assessors must consider relevant care and due diligence when assessing units of competency.

Workplace simulation criteria

In conducting training and assessment in a simulated workplace environment, trainers and assessors must make sure that the simulated environment gives the learner the opportunity to meet the following critical criteria:

- 1 **Quality** – The work is of the standard required in the industry.
- 2 **Productivity** – The work is performed within a timeframe appropriate in the industry.
- 3 **Safety** – The work is performed in a manner that meets industry safety standards.

Where simulations meet these criteria, RTOs can be confident that learners are 'work ready' on successful completion of units of competency.

Simulations should provide opportunities for integrated assessment of competence that include:

- performing the task (task skills)
- managing a number of tasks (task management skills)
- dealing with workplace irregularities such as unexpected problems, breakdowns and changes in routine (contingency management skills)
- fulfilling the responsibilities and expectations of the job and workplace, including working with others (job/role environment skills)
- transferring competency to new contexts.

To further enhance the validity of assessment processes using simulation, the assessor should consider:

- assessments covering a range of interconnected units of competency
- use of assessment checklists to ensure that all performance evidence and knowledge evidence requirements have been met
- use of self-assessment, peer assessment and debriefing activities
- use of authentic workplace documentation.

Assessment activities must be realistic and reasonable in terms of scale.

Australian apprenticeships

Apprenticeships and traineeships are legally binding training arrangements between an employer and an employee that combine training with paid employment.

Apprenticeships and traineeships are established and administered by *State or Territory Training Authorities (STAs)*. STAs are the government departments in each state or territory responsible for the operation of the VET system (including Australian Apprenticeships).

The Australian Apprenticeships website offers information about apprenticeships and traineeships, and includes links to the websites for STAs. Visit www.australianapprenticeships.gov.au for more information.

The following *BSB Business Services Training Package* qualifications are suitable as an Australian traineeship or apprenticeship pathway:

- XXX
- XXX
- XXX.

VET for secondary school students

VET programs enable school students to acquire workplace skills and knowledge while still at secondary school.

Successful achievement of a VET program provides a school student with a nationally recognised AQF qualification, usually as part of a senior secondary certificate.

VET programs are packaged and delivered in various ways across Australia. The three main delivery arrangements used are:

- schools hold RTO status
- school sectoral bodies (such as Boards of Studies or regional offices) hold RTO status on behalf of a group of schools
- schools work together in partnership with RTOs.

In some state and territory school systems, school students who work part-time in an appropriate workplace may use this to fulfil work placement requirements. Virtual or simulated work placements may also be legitimate.

The following qualifications from the *BSB Business Services Training Package* may be suitable for delivery to secondary school students:

- XXX
- XXX
- XXX.

RTOs are advised to check requirements with the relevant authorities in their State or Territory.

Training and assessment issues for the school sector

Implementation of the *BSB Business Services Training Package* within the school sector, while encouraged, needs to ensure:

- the currency of skills and knowledge of those who train and assess school students – particularly as expressed in the Standards for RTOs
- access to current industry equipment, facilities and training resources so that students acquire a realistic view of workplace realities and conditions
- comprehensive coverage of foundation skills, performance and knowledge as outlined in the unit of competency and assessment requirements for each unit of competency
- current and realistic learning and assessment experiences.

Cross sector skills

Many of the skills most valued by industry cut across multiple sectors of Australia's economy. However, training package components are not always developed in a way that recognises the importance of skills in multiple sectors or encourages training products to be used to their full potential in various industry contexts.

The Australian Industry and Skills Committee (AISC) has identified several cross sector skills areas where opportunities exist to create flexible and transferable training package components that will benefit industry, learners and the broader VET sector. These cross sector skills are at the forefront of growth and innovation in Australia.

Four such categories of cross sector skills have been identified as relevant to the *BSB Business Services Training Package* and the broader business services industry. Units of competency articulating these skills have been developed through broad consultation that has focused on the relevance of common skills to an array of industries.

The cross sector skills that sit in the *BSB Business Services Training Package* are:

- big data
- cyber security
- teamwork and communication
- inclusion of people with disability.

While the units for these cross sectors are housed in the *BSB Business Services Training Package*, the intention of the cross sector training products is for industries and training package developers to import these units of competency into industry relevant qualifications in a manner that suits the job roles in those industries. Consequently, these units have been written in a way that allows for contextualisation to different industries.

Big data

Big data is becoming more abundant within organisations. Due to the broad reaching nature of big data in an increasingly digital world, there is a long list of industries which could potentially benefit from improved big data related training products. As a result, the following units have been developed and included in this training package.

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

Cyber security

Cyber security is an increasingly important issue that affects all industries and organisations, large and small. Currently there are very limited training options available in VET for those not in specialist IT roles to improve their skills in supporting a cyber secure workforce. As a result, the following units have been developed and included in this training package.

BSBXCS301	Protect own personal online profile from cyber security threats
BSBXCS302	Identify and report online security threats
BSBXCS303	Securely manage personally identifiable 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

Information relevant to delivery and assessment for cyber security and big data cross sector units

The cross sector cyber security units aim to support the development of cyber security practices and awareness in those working in a broad range of industries and job roles.

Feedback from organisations delivering related content is that the following factors can improve delivery, assessment and learning outcomes:

- exposing learners to a wide range of tools to ensure a breadth of experience
- providing access to a suitable, capable and contained lab environment to provide opportunities to practise content that has been learnt
- providing access to new tools and resources as they become available in order to make sure that the learner's knowledge is contemporary
- providing access to a mix of current resources.

The cross sector big data units aim to improve organisation's use and management of big data. As with all cross sector projects, the content is for use across multiple industries and job roles. The following factors are considered to support improved delivery, assessment and learning outcomes:

- familiarity with large data sets and their related complexity
- providing access to a large array of tools
- providing opportunities to assess and improve data quality, as this is a large part of working with big data.

Relevant legislation, standards and regulatory requirements for delivery of cyber security and big data cross sector units

Specific legislation, standards and regulatory requirements include:

- *Privacy Amendment (Notifiable Data Breaches) Act 2017*
- *Privacy Act 1988* (Privacy Act), which includes Australian Privacy Principles (APPs)
- General Data Protection Regulation (EU) 2016.

Teamwork and communication

The teamwork and communication cross sector skills stemmed from an initial analysis that found there were large numbers of units of competency across all training packages covering these topics. It was identified that it would be beneficial for these skills to be consolidated into common units to enable learners to develop skills that easily transferable across industries. As a result, the following units have been developed and included in this training package.

BSBXCM301	Engage in workplace communication
BSBXCM401	Apply communication strategies in the workplace
BSBXCM501	Lead communication in the workplace
BSBXTW301	Work in a team
BSBXTW401	Lead and facilitate a team

Inclusion of people with disability

The cross sector units in this space focus on upskilling individuals who engage with people with disability in workplaces and education settings, so as to facilitate enhanced inclusion of people with disability. As a result, the following units have been developed and included in this training package.

BSBXDB301	Respond to the service needs of customers and clients with disability
BSBXDB401	Develop and implement recruitment processes that are inclusive of people with disability
BSBXDB501	Support staff members with disability in the workplace
BSBXDB502	Adapt organisations to enhance accessibility for people with disability

Relevant legislation, standards and regulatory requirements for delivery of cross sector disability units

Specific legislation, standards and regulatory requirements relevant to the inclusion of people with disability cross sector units, include:

- *Disability Discrimination Act 1992*
- Disability Standards for Education 2005
- United Nations Convention on the Rights of Persons with Disability

- *National Disability Insurance Scheme Act 2013*
- National Disability Insurance Scheme (NDIS) Code of Conduct, and NDIS Quality and Safeguarding Framework
- National Disability Strategy
- Web Content Accessibility Guidelines
- Australian Law Reform Commission's National Decision-Making Principles
- *Fair Work Act 2009*.

Information relevant to assessment simulation for cross sector disability units

Given the nature of support for people with disability, the need for interaction with real people (whether they be real clients, learners or employees) is often a requirement. Having the learner reading case studies and writing down how they might interact with a person with disability could contribute to the assessment of their knowledge. However, this may not always be enough to show that the learner has acquired the required competence. Demonstrating that the learner can interact appropriately with real people is occasionally a condition of assessment in this training package. This requirement for real people would mean that if skills were not being demonstrated in the workplace with real clients, learners or employees, then they would need to be simulated with other people, either with or without disability.

Simulation within the assessment for the inclusion of people with disability in VET units of competency is permitted, noting that involvement of real people with disability in assessment environments may not always be necessary, appropriate or accessible for some RTOs.

However, consideration must be given to how these simulations are designed to sufficiently convey real industry experiences, while maintaining adequate respect and integrity for people with disability. For example, it would be inappropriate and unacceptable to have a simulated environment where a proxy person imitates or pretends to be an individual with disability.

For a simulation to maintain integrity for people with disability, while facilitating adequate demonstration of acquired skills and knowledge, the simulation should focus on conveying the challenges, preferences and support needs of the person with disability, and not centre predominantly on simulating the disability condition or demonstrating possible limitations. Respectful simulations will balance consideration for the capabilities of a person with disability alongside any possible challenges. Simulations should adequately convey the social experience and any external barriers experienced by a person with disability, not solely the signs and symptoms of the disability. Furthermore, the focus of the simulation should not be on the simulation of disability, but rather the behaviours, interactions and competencies of the individual being assessed within the simulation.

To help with RTO guidance on what appropriate assessment simulations could look like for these units of competency, some examples are included below.

- Provision of a case study containing detailed information about an individual with disability, their personal capabilities, challenges and support preferences.
- Presentation of hypothetical scenarios to a learner, who may indicate how they would appropriately respond through verbal explanation or physical demonstration.
- Provision of a persona or specific example of an individual with disability, to which the learner is required to explain or demonstrate how they would appropriately interact with that individual, without necessitating that the assessor or another individual would take on the persona or embody aspects of disability. It would be sufficient for them to verbally or otherwise convey what disability and characteristics the persona has.
- Presentation of a recorded video of a person with disability, to which the learner must respond.

An RTO may find it particularly beneficial to consult people with disability or disability advocacy groups on the simulation techniques they intend to use, to receive feedback on whether they are appropriate and respectful.

Qualifications

Qualifications are created by packaging units of competency into combinations that meet workplace roles. Qualifications come with 'packaging rules' which set out the overall requirements for delivering the qualification, including the number of core units, and the number and source of elective units.

Qualifications are aligned to AQF qualification types. VET qualifications are at levels 1, 2, 3, 4, 5, 6, and 8 of the AQF. The AQF provides a comprehensive, nationally consistent framework for all qualifications in post-compulsory education and training in Australia. In the VET sector it assists national consistency for all trainees, learners, employers and providers by enabling national recognition of qualifications and Statements of Attainment.

For a full explanation of the AQF, see the AQF website: <http://www.aqf.edu.au>.

Qualification structure

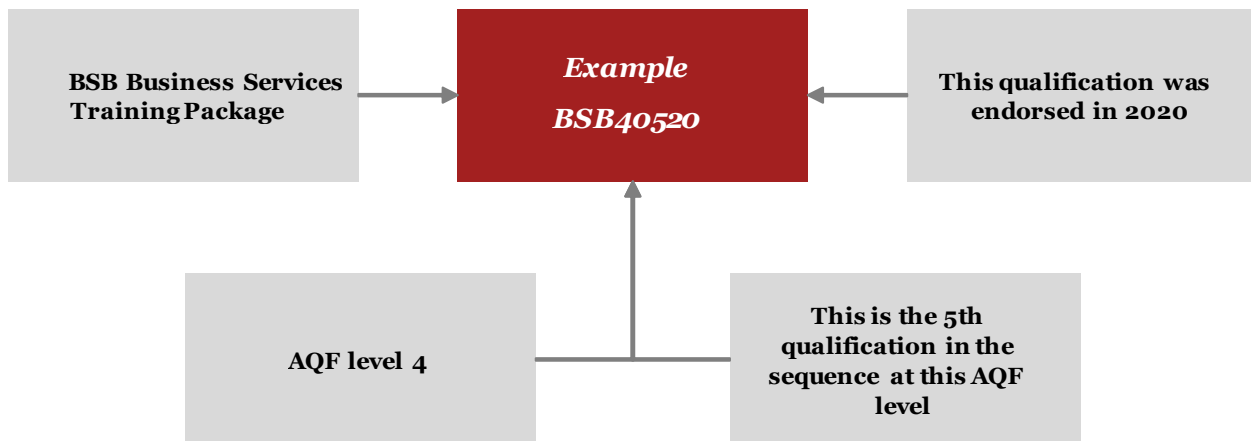
The structure of qualifications is based on templates prescribed by the *Standards for Training Packages 2012*.

Qualification code

Each qualification has a unique eight-character code:

- the first three letters identify the training package
- the first number identifies the AQF level
- the next two numbers identify a qualification's position in the sequence of qualifications at that level
- the last two numbers identify the year in which the qualification was approved for implementation.

Using *BSB40520 Certificate IV in Leadership and Management* as an example:



Qualification title

The title reflects the qualification outcomes and complies with the number of characters specified in the Australian Vocational Education and Training Management Information Statistical (AVETMIS) Standard (no more than 100 characters).

Qualification description

This field describes the qualification outcomes, together with any licensing, legislative, regulatory or certification considerations.

Entry requirements

This is an optional field that specifies any mandatory entry requirements.

Packaging rules

This field:

- specifies the total number of units of competency required to achieve the qualification
- specifies the number of core and elective units
- lists all core and elective unit codes and titles, including prerequisite units where they apply.

Qualification mapping information

This field specifies the code and title of any equivalent qualification.

Links

This field provides a link to the Companion Volume Implementation Guide.

Skill sets

Skill sets are not qualifications and are defined as single units of competency, or combinations of units of competency from endorsed training packages, which link to a licensing or regulatory requirement, or a defined industry need.

Skill set structure

Skill sets themselves are non-endorsed components of training packages, however, they consist of endorsed units of competency. They use a standard format.

Skill set code

This is a unique code in the format: <Training package code> <SS> <five digit code> e.g. BSBSS00001.

Skill set name

The title reflects the skill set outcomes.

Description

This field explains how the skill set meets the industry need or regulatory requirement.

Pathways information

This field explains the skill set's relationship with a qualification.

Suggested title and words for Statement of Attainment

This field provides advice on a suitable title and words to use on a Statement of Attainment.

Target group

This field explains the types of individuals who will benefit from completing the skill set.

Links

This field provides a link to the Companion Volume Implementation Guide.

Units of competency

Units of competency are the nationally agreed statements of the skills and knowledge required for effective performance in a particular job or job function.

Units of competency describe work outcomes as agreed by industry. As such, they do not describe the procedures necessary to perform a particular role, but rather, identify the skills and knowledge, as outcomes, that contribute to the whole job function. Each unit of competency describes:

- a specific work activity and what it involves
- particular skills (and level of skills) that are needed to perform the work activity
- conditions under which the work activity may be conducted
- knowledge and skills required to perform the work activity
- foundation skills essential to performing the work activity
- how learners can show they are competent in the work activity
- performance and knowledge evidence that must be considered in assessing competency of the unit
- conditions under which evidence for assessment must be gathered.

Units of competency are not aligned to levels within the AQF because they can be included across a range of qualification levels. However, the qualification in which a unit is first packaged in a training package is indicated by the first digit in the unit code.

What is competency?

The broad concept of industry competency is the ability to perform particular tasks and duties to the standard of performance expected in the workplace.

Competency covers all aspects of workplace performance and involves:

- performing individual tasks
- managing a range of different tasks
- responding to contingencies or breakdowns
- dealing with the responsibilities of the workplace, including working with others.

Workplace competency is the ability to apply relevant skills and knowledge consistently over time and in the required workplace situations and environments.

Competency standards are determined by industry to meet industry skill needs and focus on what is expected of a competent individual in the workplace.

Unit of competency structure

Units of competency are based on templates prescribed by the *Standards for Training Packages 2012*. Under these Standards, a unit of competency comprises two separate documents, i.e. a unit of competency document and an assessment requirements document.

Unit code

Each unit of competency has a unique code, which is assigned when the training package is endorsed, or when new units of competency are added to an endorsed training package:

- the first three characters identify the training package
- the next three characters indicate the competency stream or group
- the first number indicates the AQF qualification in which the unit is first packaged
- the next two numbers identify a unit's position in the sequence of units in that competency stream or group.

Unit title

The title describes the unit outcome and complies with the length specified in the AVETMIS Standard (no more than 100 characters).

Unit application

This field describes how the unit is applied, who would typically use it and the unit of competency's relationship to licensing, legislative or certification requirements.

Prerequisite units

This is an optional field that specifies any unit(s) in which the learner must be assessed as competent prior to the determination of competency in this unit.

Unit sector

This field is used to categorise units of competency in relation to industry sectors or types of work.

Elements of competency

Elements of competency describe the outcomes of the significant functions and tasks that make up the competency. Elements describe actions or outcomes that are demonstrable and assessable.

Performance criteria

Performance criteria specify the required performance in relevant tasks, roles, skills (including foundation skills) and the applied knowledge that enables competent performance.

Foundation skills

This field describes the language, literacy, numeracy, and employment skills that are essential to performance.

Range of conditions

This is an optional field that specifies different work environments and conditions that may affect performance. Range is restricted to essential operating conditions and any other variables essential to the work environment, so it is quite different from the previous Range statement.

Links

This field provides a link to the Companion Volume Implementation Guide.

Summary of Frameworks and Standards for RTOs

Registering body	Standards	Applicable RTOs
Australian Skills Quality Authority (ASQA)	Standards for <i>Registered Training Organisations (RTOs) 2015</i> , including 2017 Amendment	RTOs that deliver training in the Australian Capital Territory, New South Wales, the Northern Territory, South Australia, Queensland, or Tasmania RTOs in Victoria and Western Australia that offer training to overseas students and/or students (including online courses) in the Australian Capital Territory, New South Wales, the Northern Territory, South Australia, Queensland, or Tasmania
Training Accreditation Council (WA TAC)	<i>Standards for Registered Training Organisations (RTOs) 2015</i> , including 2017 Amendment	RTOs that deliver vocational education and training solely in Western Australia and do not intend to apply to be registered on the Commonwealth Register of Institutions and Courses for Overseas Learners (CRICOS)
Victorian Registration and Qualifications Authority (VRQA) – Victoria	<i>AQTF Essential Conditions and Standards for Initial Registration</i> <i>AQTF Essential Conditions and Standards for Continuing Registration</i>	RTOs that deliver vocational education and training solely in Victoria and do not intend to apply to be registered on the Commonwealth Register of Institutions and Courses for Overseas Learners (CRICOS)

WHS implications in the industry

Work health and safety (WHS) requirements are covered either by:

- embedding requirements in the elements/performance criteria of units of competency
- including specific WHS units in qualifications.

In jurisdictions where the *National Model WHS Legislation* has not been implemented RTOs are advised to contextualise units of competency by referring to the existing State/Territory *occupational health and safety (OHS)* legislative requirements.

You may also refer to the section *Regulation and licensing implications for implementation in this Guide*.

Resource and equipment requirements

RTOs must make sure that all resources and equipment required to train and assess units of competency are available.

Details of specific resources, including equipment and materials essential for assessment, are listed in the Assessment Conditions sections of assessment requirements documents.

Assessment requirements

Title

This field uses the format: Assessment Requirements for [Unit of Competency Code and Title]

Performance evidence

Performance evidence, as the name implies, specifies what individuals must do to show that they satisfy the performance standards in the unit of competency.

Knowledge evidence

Knowledge evidence, as the name implies, specifies what individuals must know in order to carry out the work tasks described in the unit of competency safely and effectively.

Assessment conditions

This field describes mandatory conditions for assessment, e.g. details of equipment and materials; contingencies; physical conditions; relationships with other people; timeframes. It also specifies assessor requirements.

Links

This field provides a link to the Companion Volume Implementation Guide.

Contextualisation of units of competency by RTOs

RTOs may contextualise units of competency to reflect local skill needs. Contextualisation could involve additions or amendments to the unit of competency to suit particular delivery methods, learner profiles, or specific enterprise requirements. Any contextualisation must ensure the integrity of the outcome of the unit of competency is maintained.

Industry requirements, as described in training or job specifications, can be used to contextualise a unit of competency.

Contacts and links

Companion volumes/ training package information

All Companion Volumes can be found on the VETNet website:

<https://vetnet.gov.au/Pages/default.aspx>

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<https://www.employment.gov.au>

State and Territory Training Authority

Australian Capital Territory
<https://www.education.act.gov.au/>

New South Wales
<http://www.dec.nsw.gov.au/>

Northern Territory
<https://business.nt.gov.au/>

Queensland
<https://training.qld.gov.au/>

South Australia
<https://statedevelopment.sa.gov.au/>

Tasmania
<http://www.skills.tas.gov.au/>

Victoria
<http://www.education.vic.gov.au/>

Western Australia
<http://www.dtwd.wa.gov.au>

General

Australian Industry and Skills Committee
<https://www.aisc.net.au/>

Australian Apprenticeships
www.australianapprenticeships.gov.au

Australian Qualifications Framework: Second edition, January 2013
<http://www.aqf.edu.au/>

Australian Skills Quality Authority (ASQA)
<http://www.asqa.gov.au>

TGA website, training packages
<http://www.training.gov.au/>

Training Accreditation Council (Western Australia)
<http://www.tac.wa.gov.au>

Victorian Registration and Qualifications Authority (VRQA)
<http://www.vrqa.vic.gov.au/>

About PwC's Skills for Australia

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PwC's Skills for Australia is authorised and funded by the Australian government to produce training packages for its nine industries:

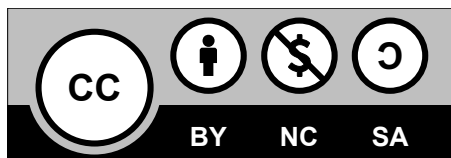
- Automotive retail, service and repair
- Business services
- Creative arts and culture
- Financial services
- Information and communications technology
- Naval shipbuilding
- Printing and graphic arts
- Resources and infrastructure
- Training and education

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