

# New Qualification Requirements

## BSB BUSINESS SERVICES TRAINING PACKAGE V7.0

### BSB10120 CERTIFICATE I IN WORKPLACE SKILLS

**Total units: 6 units**

Core units: 2  
Elective units: 4

- » 2 elective units must be selected from the elective units list.
- » The remaining 2 elective units can be selected from the elective units list. Up to 2 units can be selected from another endorsed Training Package.

### BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

**Total units: 10 units**

Core units: 5  
Elective units: 5

**Elective Groups**

**Group A:** Self Management

- » 1 elective unit must be selected from this group.

**Group B:** Technology

- » 1 elective unit must be selected from this group.

**Group C:** Working with Others

- » The remaining 3 elective units can be selected from Groups A, B and C. Up to 2 units can be selected from another endorsed Training Package.

### BSB30120 CERTIFICATE III IN BUSINESS

**Total units: 13 units**

Core units: 6  
Elective units: 7

**Elective Groups**

**Group A:** Technology

- » 2 elective units must be selected from this group.

**Group B:** Business Competence

- » 1 elective unit must be selected from this group.

**Group C:** Teamwork and Relationships

**Group D:** Customer and Client Engagement

**Group E:** Business Administration

**Group F:** Medical Administration

**Group G:** Records and Information Management

- » The remaining 4 elective units can be selected from Groups A to G. Up to 3 units can be selected from another endorsed Training Package.

### BSB40120 CERTIFICATE IV IN BUSINESS

**Total units: 12 units**

Core units: 6  
Elective units: 6

**Elective Groups**

**Group A:** Self-development

- » 2 elective units must be selected from this group.

**Group B:** Leadership

**Group C:** Business Administration

**Group D:** Business Operations

**Group E:** Sustainability

**Group F:** Big Data

**Group G:** Cyber Security

**Group H:** Financial Administration

**Group I:** Records and Information Management

**Group J:** Procurement

- » The remaining 4 elective units can be selected from Groups A to J. Up to 2 units can be selected from another endorsed Training Package.

### BSB50120 DIPLOMA OF BUSINESS

**Total units: 12 units**

Core units: 5  
Elective units: 7

**Elective Groups**

**Group A:** Business Operations

- » 2 elective unit must be selected from this group.

**Group B:** Leadership

**Group C:** Organisational Development

**Group D:** Compliance

**Group E:** Business Development

**Group F:** Digital and Data

**Group G:** Records and Information Management

**Group H:** Procurement

**Group I:** Evaluations

- » The remaining 5 elective units can be selected from Groups A to I. Up to 2 units can be selected from another endorsed Training Package.

### BSB60120 ADVANCED DIPLOMA OF BUSINESS

**Total units: 10 units**

Core units: 5  
Elective units: 5

**Elective Groups**

**Group A**

- » 3 elective units must be selected from this group.

**Group B**

- » The remaining 3 elective units can be selected from Groups A and B. Up to 2 units can be selected from another endorsed Training Package.

## **BSB40520 CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT**

### **Total units: 12 units**

Core units: 5

Elective units: 7

### **Elective Groups**

#### **Group A:**

» 4 elective units must be selected from this group.

#### **Group B:**

» The remaining 3 elective units can be selected from Groups A and B. Up to 2 units can be selected from another endorsed Training Package.

## **BSB50420 DIPLOMA OF LEADERSHIP AND MANAGEMENT**

### **Total units: 12 units**

Core units: 6

Elective units: 6

- » 4 elective units must be selected from the elective units list.
- » The remaining 2 elective units can be selected from the elective units list. Up to 2 units can be selected from another endorsed Training Package.

## **BSB60420 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT**

### **Total units: 10 units**

Core units: 5

Elective units: 5

- » 3 elective units must be selected from the elective units list.
- » The remaining 2 elective units can be selected from the elective units list. Up to 2 units can be selected from another endorsed Training Package.

**Contact your Account Manager for more information and to request a sample**

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