NEW

BSB10120 Certificate I in Workplace Skills

BSB20120 Certificate II in Workplace Skills

BSB30120 Certificate III in Business

BSB40120 Certificate IV in Business

BSB40520 Certificate IV in Leadership and Management

BSB50120 Diploma of Business

BSB50420 Diploma of Leadership and Management

BSB60120 Advanced Diploma of Business

BSB60420 Advanced Diploma of Leadership and Management



LEARNER GUIDES



Business resources are available for qualifications from Certificate I to Advanced Diploma of the BSB Business Services Training Package v7.0.

Mapped to Competency: Content is mapped to the elements, performance criteria, performance evidence and knowledge evidence of the unit of competency

Workplace examples: Each resource includes realistic and current workplace examples and case studies providing real-life context

Practice Assessments: Practice Assessments enable learners to check their progress

Topic Summaries: Summaries at the end of each topic review key learning topics

Learning Checkpoints: Learning Checkpoints allow students to test what they've learned

Available in print, eBook or a licensing subscription format

ASSESSMENT SUPPORT PACKS

For the Student



Practice Assessment Workbook: The Practice Assessment Workbook includes all Practice Tasks, Case Studies and Learning Checkpoints from in the Learner Guide

Final Assessment Workbook: The Final Assessment Workbook includes all the Final Assessment tasks, including:

- Questions
- Project
- Observation scenario*
- Third party report*

*where the Unit of Competency requires an Observation be undertaken

Supporting documents: Supporting documents help learners complete the Final Assessment tasks

The Practice Assessment Workbook and Final Assessment Workbooks are in MSWord format for easy use.

ASSESSMENT SUPPORT PACKS

For the Assessor



Practice Assessment Marking Guide: The Practice Assessment Marking Guide includes suggested solutions to all the assessments in the Learner Guide

Talk with Others: A Talk with Others section is also included to promote classroom discussion

Final Assessment Marking Guide: The Final Assessment Marking Guide includes suggested solutions to the Final Assessment tasks

Third-Party Report: The Third Party Report helps the workplace supervisor observe and monitor the student undertake a task in a workplace setting

Mapping Spreadsheet: The Competency Mapping spreadsheet maps the learning content and assessments to each element, performance criteria, performance evidence and knowledge evidence of the unit of competency

PowerPoint Slides: PowerPoint slides summarise key concepts and contain live links and additional discussion questions to encourage further learning

Delivery Plans: Delivery Plans support the TAS by providing an estimated time to deliver each Topic; suggested training strategies; and discussion topics at the end of each Topic.

Pricing and Purchasing Options

Qualifications

BSB10120 Certificate I in Workplace Skills

Requirements: 6 units – 2 core and 4 electives

BSB20120 Certificate II in Workplace Skills Requirements: 10 units - 5 core and 5 electives

BSB30120 Certificate III in Business

Requirements: 13 units - 6 core and 7 electives

BSB40120 Certificate IV in Business

Requirements: 12 units - 6 core and 6 electives

BSB40520 Certificate IV in Leadership and Management

Requirements: 12 units - 5 core and 7 electives

BSB50120 Diploma of Business

Requirements: 12 units - 5 core and 7 electives

BSB50420 Diploma of Leadership and Management

Requirements: 12 units - 6 core and 6 electives

BSB60120 Advanced Diploma of Business

Requirements: 10 units - 5 core and 5 electives

BSB60420 Advanced Diploma of Leadership and Management

Requirements: 10 units – 5 core and 5 electives

Pricing

Print	Price
Learner guides. Indicate total quantity in this row.	\$18.00 ea
eBook	Price
Learner eBooks. To purchase eBooks, visit myconnectshop.campion.com.au	\$16.50 ea
PowerPoint Slides	Price
Available for each title. To purchase, contact Aspire.	\$195.00 ea
Assessment Support Packs	Price
Available for each title. Supplied as downloadable Word files.	\$550.00 ea

		SE*						L+M		L+M		L+M
ISBN	CODE	TP RELEASE*	TITLE	BSB10120	BSB20120	BSB30120	BSB40120	BSB40520 L+M	BSB50120	BSB50420 L+M	BSB60120	BSB60420 L+M
978 1 76075 910 0	BSBCMM211	R7	Apply communication skills	Е	С							
978 1 76075 914 8	BSBCMM511	R7	Communicate with influence							С	E (B)	Е
978 1 76075 918 6	BSBCRT201	R7	Develop and apply thinking and problem solving skills	Е	E (A)							
978 1 76075 922 3	BSBCRT311	R7	Apply critical thinking skills in a team environment			С						
978 1 76075 648 2	BSBCRT411	R7	Apply critical thinking to work practices				С	E (A)				
978 1 76075 652 9	BSBCRT412	R7	Articulate, present and debate ideas			E (C)	E (B)	E (B)	E (C)			
978 1 76075 656 7	BSBCRT511	R7	Develop critical thinking in others						С	С	E (B)	Е
978 1 76075 660 4	BSBCRT611	R7	Apply critical thinking for complex problem solving						E (C)		С	С
978 1 76075 664 2	BSBFIN501	R7	Manage budgets and financial plans						С	Е	E (B)	
978 1 76075 668 0	BSBFIN601	R7	Manage organisational finances						E (A)		С	
978 1 76075 930 8	BSBHRM413	R7	Support the learning and development of teams and individuals				E (B)					
978 1 76075 934 6	BSBHRM522	R7	Manage employee and industrial relations							Е	E (B)	
978 1 76075 672 7	BSBHRM614	R7	Contribute to strategic workforce planning								E (A)	Е
978 1 76075 676 5	BSBLDR301	R7	Support effective workplace relationships			E (C)						
978 1 76075 680 2	BSBLDR411	R7	Demonstrate leadership in the workplace				E (B)	С				
978 1 76075 938 4	BSBLDR412	R7	Communicate effectively as a workplace leader					E (A)				
978 1 76075 684 0	BSBLDR413	R7	Lead effective workplace relationships					С				
978 1 76075 942 1	BSBLDR414	R7	Lead team effectiveness					E (A)				
978 1 76075 688 8	BSBLDR522	R7	Manage people performance						E (B)	Е		
978 1 76075 692 5	BSBLDR523	R7	Lead and manage effective workplace relationships						E (B)	С		
978 1 76075 696 3	BSBLDR601	R7	Lead and manage organisational change						E (C)		E (A)	С
978 1 76075 700 7	BSBLDR602	R7	Provide leadership across the organisation								E (B)	С

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		REL EASE*		012	012	012	012	052	012	042	012(0420
ISBN	CODE	TP RI	TITLE	BSB10120	BSB20120	BSB30120	BSB40120	3SB4	BSB50120	3SB5	BSB60120	3SB6
978 1 76075 986 5	BSB0PS101	R7	Use business resources	С								
978 1 76075 704 5	BSB0PS201	R7	Work effectively in business environments	E	С							
978 1 76075 708 3	BSB0PS203	R7	Deliver a service to customers		E (C)							
978 1 76075 946 9	BSB0PS301	R7	Maintain business resources		L (O)	E (E)						
978 1 76075 950 6	BSB0PS303	R7	Organise schedules			E (E)						
978 1 76075 712 0	BSB0PS304	R7	Deliver and monitor a service to customers			E (D)						
978 1 76075 716 8	BSB0PS401	R7	Coordinate business resources			L (D)	E (C)	E (B)				
978 1 76075 720 5	BSB0PS402	R7	Coordinate business operational plans				E (D)	C				
978 1 76075 954 4	BSB0PS403	R7	Apply business risk management processes				E (D)	E (A)				
978 1 76075 958 2	BSB0PS404	R7	Implement customer service strategies				E (D)	E (B)	E (E)			
978 1 76075 724 3	BSB0PS405	R7	Organise business meetings				E(C)	E (B)	L (L)			
978 1 76075 728 1	BSB0PS501	R7	Manage business resources				L (U)	L (D)	С	E		
978 1 76075 732 8	BSB0PS502	R7	Manage business operational plans						E (A)	C		
978 1 76075 736 6	BSB0PS504	R7	Manage business risk						E (A)	E	E (B)	
978 1 76075 740 3	BSB0PS505	R7	Manage organisational customer service						E (E)	E	E (B)	
978 1 76075 744 1	BSB0PS601	R7	Develop and implement business plans								C (D)	С
978 1 76075 990 2	BSBPEF101	R7	Plan and prepare for work rediness	С	F (C)				E (A)		U	U
978 1 76075 748 9	BSBPEF201	R7	Support personal wellbeing in the workplace		E (C)	0						
978 1 76075 752 6	BSBPEF202	R7		E	E (A)	С						
978 1 76075 756 4	BSBPEF301	- n7 - R7	Plan and apply time management	Е	С	F (D)						
			Organise personal work priorities		E (A)	E (B)						
978 1 76075 760 1 978 1 76075 764 9	BSBPEF302 BSBPEF401	R7	Develop self-awareness		E (A)	E (C)	E (A)	F (D)	F (O)			
	BSBPEF401 BSBPEF402	R7	Manage personal health and wellbeing				E (A)	E (B)	E (C)			
978 1 76075 768 7		R7	Develop personal work priorities				E (A)	E (A)	E (B)		5 (D)	
978 1 76075 772 4	BSBPEF501	R7	Manage personal and professional development				E (B)	E (D)	E (B)	E	E (B)	Е
978 1 76075 776 2	BSBPEF502	R7	Develop and use emotional intelligence			= (D)	E (A)	E (B)	E (C)	С		
978 1 76075 780 9	BSBPMG430	R7	Undertake project work			E (B)	E (C)	E (B)	E (A)			
978 1 76075 784 7	BSBSTR301	R7	Contribute to continuous improvement			E (B)						
978 1 76075 788 5	BSBSTR401	R7	Promote innovation in team environments				E (B)	E (A)				
978 1 76075 962 9	BSBSTR502	R7	Facilitate continuous improvement					E (A)	E (C)	E		
978 1 76075 792 2	BSBSTR601	R7	Manage innovation and continuous improvement						E (C)		E (A)	С
978 1 76075 796 0	BSBSTR602	R7	Develop organisational strategies								E (A)	Е
978 1 76075 800 4	BSBSUS211	R7	Participate in sustainable work practices	E	С	С						
978 1 76075 804 2	BSBSUS411	R7	Implement and monitor environmentally sustainable work practices				E (E)	E (B)				
978 1 76075 808 0	BSBSUS511	R7	Develop workplace policies and procedures for sustainability				E (E)		С	E	E (B)	
978 1 76075 812 7	BSBSUS601	R7	Lead corporate social responsibility						E (A)		С	Е
978 1 76075 816 5	BSBTEC201	R7	Use business software applications		E (B)							
978 1 76075 820 2	BSBTEC202	R7	Use digital technologies to communicate in a work environment		E (B)	E (A)						
978 1 76075 824 0	BSBTEC301	R7	Design and produce business documents			E (A)						
978 1 76075 828 8	BSBTEC302	R7	Design and produce spreadsheets			E (A)						
978 1 76075 832 5	BSBTEC404	R7	Use digital technologies to collaborate in a work environment			E (A)	С		E(F)			
978 1 76075 836 3	BSBTEC601	R7	Review organisational digital strategy						E(F)		С	Е
978 1 76075 840 0	BSBTWK301	R7	Use inclusive work practices			С						
978 1 76075 844 8	BSBTWK401	R7	Build and maintain business relationships				С	E (A)	E (E)			
978 1 76075 848 6	BSBTWK502	R7	Manage team effectiveness						E (B)	С		
978 1 76075 966 7	BSBTWK503	R7	Manage meetings						E (A)	Е		
978 1 76075 852 3	BSBWHS211	R7	Contribute to the health and safety of self and others	Е	С							
978 1 76075 856 1	BSBWHS311	R7	Assist with maintaining workplace safety			С						
978 1 76075 994 0	BSBWHS332X	R7	Apply infection control prevention and control procedures to own work activity			E (B)						

		RELEASE*		BSB10120	BSB20120	BSB30120	BSB40120	BSB40520 L+M	BSB50120	BSB50420 L+M	BSB60120	BSB60420 L+M
ISBN	CODE	TP R	TITLE	BSB	BSB	BSB	BSB	BSB	BSB	BSB	BSB	BSB
978 1 76075 860 8	BSBWHS411	R7	Implement and monitor WHS policies, procedures and programs				С	E (A)				
978 1 76075 970 4	BSBWHS521	R7	Ensure a safe workplace for a work area						E (D)	Е	E (A)	
978 1 76075 864 6	BSBWRT311	R7	Write simple documents			E (A)						
978 1 76075 868 4	BSBWRT411	R7	Write complex documents					С	E (B)			
978 1 76075 872 1	BSBXCM301	R7	Engage in workplace communication			С						
978 1 76075 876 9	BSBXCM401	R7	Apply communication strategies in the workplace				С	С				
978 1 76075 880 6	BSBXCM501	R7	Lead communication in the workplace						С	Е	E (B)	Е
978 1 76075 974 2	BSBXCS303	R7	Securely manage personally identifiable information and workplace information			E (A)						
978 1 76075 978 0	BSBXCS401	R7	Maintain security of digital devices				E (G)					
978 1 76075 884 4	BSBXCS402	R7	Promote workplace cyber security awareness and practices				E (G)		E (F)			
978 1 76075 982 7	BSBXCS403	R7	Contribute to cyber security threat assessments				E (G)					
978 1 76075 888 2	BSBXDB301	R7	Respond to the service needs of customers and clients with disability			E (D)						
978 1 76075 892 9	BSBXDB501	R7	Support staff members with disability in the workplace				E (B)		E (B)	Е	E (A)	
978 1 76075 902 5	BSBXTW301	R7	Work in a team			E (C)						
978 1 76075 896 7	BSBXTW401	R7	Lead and facilitate a team				E (B)	С				
978 1 76075 531 7	FSKDIG002	R2	Use digital technology for routine and simple workplace tasks	Е								
978 1 76075 567 6	FSKLRG011	R2	Use routine strategies for work-related learning	Е								

^{*}The R# relates to the Training Package version, for example R1 = Release 1, R2 = Release 2 () The letter in the brackets denotes the elective group that this unit belongs to in the qualification

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