

BSB Business Services v7.0



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

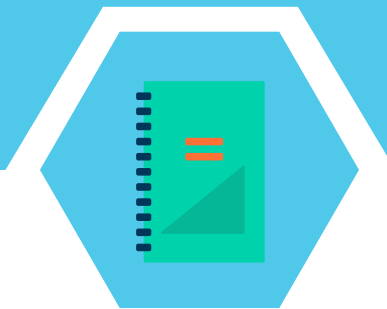
BSB50120 Diploma of Business

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

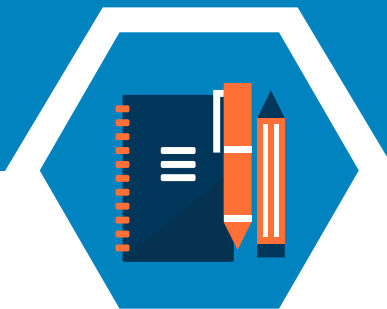
Topic Summaries: Summaries at the end of each topic review key learning topics

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

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	E	C							
978 1 76075 914 8	BSBCMM511	R7	Communicate with influence							C	E (B)	E
978 1 76075 918 6	BSBCRT201	R7	Develop and apply thinking and problem solving skills	E	E (A)							
978 1 76075 922 3	BSBCRT311	R7	Apply critical thinking skills in a team environment			C						
978 1 76075 648 2	BSBCRT411	R7	Apply critical thinking to work practices				C	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						C	C	E (B)	E
978 1 76075 660 4	BSBCRT611	R7	Apply critical thinking for complex problem solving						E (C)		C	C
978 1 76075 664 2	BSBFIN501	R7	Manage budgets and financial plans						C	E	E (B)	
978 1 76075 668 0	BSBFIN601	R7	Manage organisational finances						E (A)		C	
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							E	E (B)	
978 1 76075 672 7	BSBHRM614	R7	Contribute to strategic workforce planning								E (A)	E
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)	C				
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					C				
978 1 76075 942 1	BSBLDR414	R7	Lead team effectiveness					E (A)				
978 1 76075 688 8	BSBLDR522	R7	Manage people performance						E (B)	E		
978 1 76075 692 5	BSBLDR523	R7	Lead and manage effective workplace relationships						E (B)	C		
978 1 76075 696 3	BSBLDR601	R7	Lead and manage organisational change						E (C)		E (A)	C
978 1 76075 700 7	BSBLDR602	R7	Provide leadership across the organisation								E (B)	C

ISBN	CODE	TP RELEASE*	TITLE	BSB10120	BSB20120	BSB30120	BSB40120	BSB40520 L+M	BSB50120	BSB50420 L+M	BSB60120	BSB60420 L+M
978 1 76075 860 8	BSBWHS411	R7	Implement and monitor WHS policies, procedures and programs				C	E (A)				
978 1 76075 970 4	BSBWHS521	R7	Ensure a safe workplace for a work area						E (D)	E	E (A)	
978 1 76075 864 6	BSBWRT311	R7	Write simple documents			E (A)						
978 1 76075 868 4	BSBWRT411	R7	Write complex documents					C	E (B)			
978 1 76075 872 1	BSBXCM301	R7	Engage in workplace communication			C						
978 1 76075 876 9	BSBXCM401	R7	Apply communication strategies in the workplace				C	C				
978 1 76075 880 6	BSBXCM501	R7	Lead communication in the workplace						C	E	E (B)	E
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)	E	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)	C				
978 1 76075 531 7	FSKDIG002	R2	Use digital technology for routine and simple workplace tasks	E								
978 1 76075 567 6	FSKLRG011	R2	Use routine strategies for work-related learning	E								

*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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