

## AVAILABLE UNITS

### BSB - BUSINESS SERVICES TRAINING PACKAGE

BSBWHS201	Contribute to health and safety of self and others
BSBCMM201	Communicate in the workplace
BSBITU203	Communicate electronically
BSBITU201	Produce simple word-processed documents
BSBWOR204	Use business technology
BSBIND201	Work effectively in a business environment
BSBWOR203	Work effectively with others
BSBINM201	Process and maintain workplace information
BSBITU202	Create and use spreadsheets
BSBSUS201	Participate in environmentally sustainable work practices
BSBWHS302	Apply knowledge of WHS legislation in the workplace
BSBITU306	Design and produce business documents
BSBWRT301	Write simple documents
BSBITU301	Create and use databases
BSBFLM312	Contribute to team effectiveness
BSBSUS401	Implement and monitor environmentally sustainable work practices
BSBCMM401	Make a Presentation
BSBINM301	Organise Workplace Information
BSBITU309	Produce desktop published documents
BSBINN301	Promote Innovation in a Team Environment
BSBWOR301	Organise Personal Work Priorities & Development
BSBADM405	Organise Meetings
BSBWHS401	Implement and Monitor WHS Policies, Procedures and Programs to Meet Legislative Requirements
BSBADM409	Coordinate Business Resources
BSBLED401	Develop Teams and Individuals
BSBWOR404	Develop Work Priorities
BSBRES401	Analyse and Present Research Information
BSBWRT401	Write Complex Documents

BSBITS401	Maintain Business Technology
BSBMGT402	Implement Operational Plan
BSBADM504	Plan and Implement Administrative Systems
BSBWHS605	Develop, Implement and Maintain WHS Management Systems
BSBHRM501	Manage Human Resources Services
BSBADM506	Manage Business Document Design and Development
BSBHRM512	Develop and Manage Performance Management Processes
BSBPMG522	Undertake Project Work
BSBINM501	Manage an Information or Knowledge Management System
BSBHRM506	Manage Recruitment, Selection and Induction Processes
BSBINM601	Manage knowledge and information
BSBMGT615	Contribute to organisation development
BSBMKG609	Develop a marketing plan
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBINN601	Lead and manage organisational change
BSBMGT608	Manage Innovation and Continuous Improvement
BSBMKG603	Manage the marketing process
BSBCRT401	Articulate, present and debate ideas
BSBMGT407	Apply digital solutions to work processes
BSBMKG417	Apply marketing communication across a convergent industry
BSBMKG418	Develop and apply knowledge of marketing communication industry
BSBMKG401	Profile the market
BSBMKG419	Analyse consumer behaviour for specific markets
BSBMKG408	Conduct market research
BSBMKG413	Promote products and services
BSBPUB402	Develop public relations campaigns
BSBMKG414	Undertake Marketing Activities
BSBMKG507	Interpret Market Trends and Developments
BSBMKG523	Design and Develop an Integrated Marketing Communication Plan
BSBPMG522	Undertake Project Work
BSBMKG520	Manage compliance within the marketing legislative framework

BSBMKG501	Identify and Evaluate Marketing Opportunities
BSBMKG502	Establish and Adjust the Marketing Mix
BSBMKG506	Plan Market Research
BSBADV510	Create mass electronic media advertisements
BSBMKG514	Implement and Monitor Marketing Activities
BSBADV507	Develop a media plan
BSBMKG510	Plan E-Marketing Communications
BSBMKG513	Promote Products and Services to International Markets
BSBADV602	Develop an advertising campaign
BSBMGT616	Develop and implement strategic plans
BSBMKG607	Manage market research
BSBMKG608	Develop organisational marketing objectives
BSBMGT617	Develop and implement a business plan
BSBMKG605	Evaluate international marketing opportunities
BSBINM601	Manage knowledge and information
BSBMKG606	Manage international marketing programs
BSBMGT608	Manage innovation and continuous improvement
BSBLDR401	Communicate effectively as a workplace leader
BSBLDR402	Lead effective workplace relationships
BSBLDR403	Lead team effectiveness
BSBLED401	Develop teams and individuals
BSBFIA402	Report on financial activity
BSBLDR501	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness
BSBMGT502	Manage People Performance
BSBMGT516	Facilitate Continuous Improvement
BSBADM502	Manage Meetings
BSBWOR501	Manage Personal Work Priorities and Professional Development
BSBLED501	Develop a Workplace Learning Environment
BSBHRM513	Manage Workforce Planning



	<b>BSBFIM601</b>	<b>Manage finances</b>
	<b>BSBMCT605</b>	<b>Provide leadership across the organisation</b>

## FNS - FINANCIAL SERVICES TRAINING PACKAGE

FNSACC304	Conduct business activities using a computerised accounting system
FNSACC311	Process financial transactions and extract interim reports
FNSACC312	Administer subsidiary accounts and ledgers
FNSACC313	Perform financial calculations
FNSINC301	Work effectively in the financial services industry
FNSCRD302	Monitor and control accounts receivable
FNSCRD405	Manage overdue customer accounts
FNSACC408	Work effectively in the accounting and bookkeeping industry
FNSACC416	Set up and operate a computerised accounting system
FNSTPB401	Complete business activity and instalment activity statements <sup>1</sup>
FNSTPB402	Establish and maintain payroll systems <sup>1</sup>
FNSACC412	Prepare operational budgets
FNSACC414	Prepare financial statements for non-reporting entities
FNSACC411	Process business tax requirements
FNSACC413	Make decisions in a legal context
FNSACC511	Provide financial and business performance information
FNSACC512	Prepare tax documentation for individuals <sup>1</sup>
FNSACC513	Manage budgets and forecasts
FNSACC514	Prepare financial reports for corporate entities*
FNSACC516	Implement and maintain internal control procedures
FNSACC517	Provide management accounting information
FNSACC505	Establish and maintain accounting information systems
FNSFMK505	Comply with financial services legislation and industry codes of practice
FNSACC624	Monitor Corporate Governance Activities
FNSINC601	Apply Economic Principles to Work in The Financial Services Industry
FNSINC602	Interpret and Use Financial Statistics and Tools
FNSACC601	Prepare and Administer Tax Documentation for Legal Entities* <sup>1</sup>
FNSACC603	Implement Tax Plans and Evaluate Tax Obligations* <sup>1</sup>
FNSACC602	Audit and Report on Financial Systems and Records*
FNSACC608	Evaluate Organisation's Financial Performance*
FNSACC613	Prepare and Analyse Management Accounting Information*



	<b>FNSACC614</b>	<b>Prepare Complex Corporate Financial Reports*</b>
	<b>FNSACC607</b>	<b>Evaluate Business Performance</b>
	<b>FNSACC606</b>	<b>Conduct Internal Audit</b>

## ICT - INFORMATION AND COMMUNICATIONS TECHNOLOGY

ICTICT509	Gather data to identify business requirements
ICTICT511	Match ICT needs with the strategic direction of the enterprise
ICTICT514	Identify and manage the implementation of current industry-specific technologies
ICTSAS518	Install and upgrade operating systems
ICTSAS505	Review and update disaster recovery and contingency plans
ICTSAS509	Provide Client IT Support Services
ICTSAS502	Establish and Maintain Client User Liaison
ICTSAD503	Minimise Risk of New Technologies to Business Solutions
ICTICT418	Contribute to copyright, ethics and privacy in an IT environment
ICTWEB512	Administer business websites and servers
ICTWEB516	Research and apply emerging web technology trends
ICTPMG501	Manage ICT projects
ICTICT501	Research and review hardware technology options for organisations
CUADIG503	Design e-learning resources
ICTSAS512	Review and manage delivery of maintenance services
ICTNWK511	Manage network security
ICTNWK603	Plan configure and test advanced internetwork routing solutions
ICTNWK604	Plan and configure advanced internetwork switching solutions
ICTNWK502	Implement secure encryption technologies
ICTNWK509	Design and implement a security perimeter for ICT networks
ICTNWK601	Design and implement a security system
ICTNWK602	Plan configure and test advanced server-based security
ICTSUS601	Integrate sustainability in ICT planning and design projects
ICTNWK608	Configure network devices for a secure network infrastructure
ICTNWK609	Configure and manage intrusion prevention system on network sensors
ICTNWK612	Plan and manage troubleshooting advanced integrated IP networks
ICASAD503	Minimise risk of new technologies to business solutions
ICTNWK503	Install and maintain valid authentication processes
PSPGEN067	Establish and Maintain Strategic Networks

## SIT - TOURISM, TRAVEL AND HOSPITAL TRAINING PACKAGE

SITTIND001	Source and use information on the tourism and travel industry
SITXCCS002	Provide visitor information
SITTTSL004	Provide advice on Australian destinations
SITXCOM002	Show social and cultural sensitivity
SITTTSL010	Use a computerised reservations or operations system
SITTTSL009	Process travel-related documentation
SITTTSL002	Access and interpret product information
SITTTSL005	Sell tourism products and services
SITXCCS006	Provide service to customers
SITXEBS001	Use social media in a business
SITXWHS001	Participate in safe work practices
SITXCCS008	Develop and manage quality customer service practices
SITXCCS007	Enhance customer service experiences
SITXHRM001	Coach others in job skills
SITXCOM005	Manage conflict
SITXFIN002	Interpret financial information
SITXWHS003	Implement and monitor work health and safety practices
SITGDE007	Research and share information on Australian indigenous culture
SITXHRM003	Lead and manage people
SITXFIN003	Manage finances within a budget
SITXFIN004	Prepare and monitor budgets
SITXMGT002	Establish and conduct business relationships
SITXMGT001	Monitor work operations
SITTPPD007	Research and analyse tourism data
SITXHRM004	Recruit, select and induct staff
SITTPPD008	Develop tourism products
SITXGLC001	Research and comply with regulatory requirements
SITXMPR007	Develop and implement marketing strategies
SITXWHS004	Establish and maintain a work health and safety system