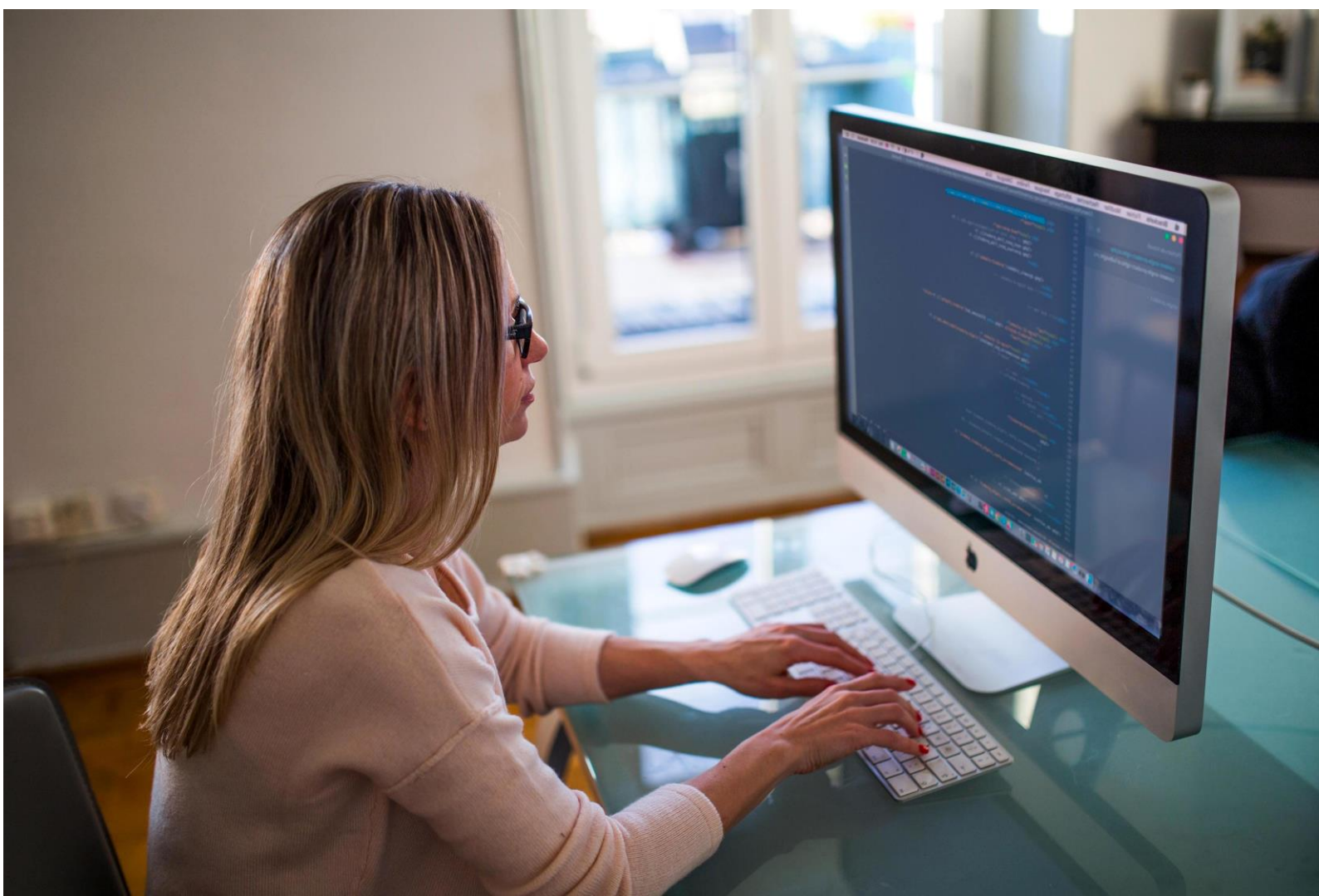




LRES

Training Management



Business Services Qualification Packaging based on Unit Resources Available from LRES Training Management

Table of Contents

Complete Qualifications.....	3
BSB30115 - Certificate III in Business (Release 2).....	4
BSB40215 - Certificate IV in Business (Release 2)	6
BSB41015 - Certificate IV in Human Resources (Release 2)	8
BSB51915 - Diploma of Leadership and Management (Release 2)	9
BSB50615 - Diploma of Human Resources Management (Release 2)	11
BSB50615 - Diploma of Human Resources Management (Release 2)	12
BSB51415 - Diploma of Project Management (Release 1)	14
BSB61015 - Advanced Diploma of Leadership and Management (Release 2).....	15
BSB61215 - Advanced Diploma of Program Management (Release 1)	16

Complete Qualifications

Note: Units highlighted are those available from LRES Training Management

BSB30115 - Certificate III in Business (Release 2)

Packaging Rules

Total number of units = 12

1 core unit plus

11 elective units, of which:

- 7 of the elective units must be selected from the elective units listed below
- 4 elective units may be selected from the elective units listed below, from this Training Package or from any current accredited course or endorsed Training Package at the same qualification level
- if not listed below, 1 elective unit may be selected from a Certificate II qualification and 2 elective units may be taken from a Certificate IV qualification.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core Units

BSBWHS302 Apply knowledge of WHS legislation in the workplace

Elective Units

BSBADM311 Maintain business resources

BSBCMM301 Process customer complaints

BSBCUS301 Deliver and monitor a service to customers

BSBDIV301 Work effectively with diversity

BSBFIA301 Maintain financial records

BSBFLM303 Contribute to effective workplace relationships

BSBFLM305 Support operational plan

BSBFLM306 Provide workplace information and resourcing plans

BSBFLM309 Support continuous improvement systems and processes

BSBFLM311 Support a workplace learning environment

BSBFLM312 Contribute to team effectiveness

BSBINM301 Organise workplace information

BSBINM302 Utilise a knowledge management system

BSBINN301 Promote innovation in a team environment

BSBIPR301 Comply with organisational requirements for protection and use of intellectual property

BSBITU301 Create and use databases

BSBITU302 Create electronic presentations

BSBITU303 Design and produce text documents

BSBITU304 Produce spreadsheets

BSBITU305 Conduct online transactions

BSBITU306 Design and produce business documents

BSBITU309 Produce desktop published documents

BSBPRO301 Recommend products and services

BSBPUR301 Purchase goods and services

BSBSUS401 Implement and monitor environmentally sustainable work practices

BSBWOR301 Organise personal work priorities and development

BSBWOR302 Work effectively as an off-site worker

BSBWRT301 Write simple documents

BSB40215 - Certificate IV in Business (Release 2)

Total number of units = 10

1 core unit plus

9 elective units, of which:

- 5 elective units must be selected from the elective units listed below
- 4 elective units may be selected from the elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level
- if not listed below, 1 unit may be selected from either a Certificate III or Diploma qualification.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core Units

BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Elective Units

BSBADM405 Organise meetings

BSBADM409 Coordinate business resources

BSBCMM401 Make a presentation

BSBCUS401 Coordinate implementation of customer service strategies

BSBCUS402 Address customer needs

BSBCUS403 Implement customer service standards

BSBCON401 Work effectively in a business continuity context

BSBEBU401 Review and maintain a website

BSBFIA402 Report on financial activity

BSBINN301 Promote innovation in a team environment

BSBIPR401 Use and respect copyright

BSBIPR402 Protect and use new inventions and innovations

BSBIPR403 Protect and use brands and business identity

BSBIPR404 Protect and use innovative designs

BSBIPR405 Protect and use intangible assets in small business

BSBITA401 Design databases

BSBITS401 Maintain business technology

BSBITU401 Design and develop complex text documents

BSBITU402 Develop and use complex spreadsheets

BSBITU404 Produce complex desktop published documents

BSBLED401 Develop teams and individuals

BSBMKG413 Promote products and services

BSBMKG414 Undertake marketing activities

BSBPMG522 Undertake project work

BSBRKG402 Provide information from and about records

BSBRELE401 Establish networks

BSBRES401 Analyse and present research information

BSBRSK401 Identify risk and apply risk management processes

BSBSUS401 Implement and monitor environmentally sustainable work practices

BSB41015 - Certificate IV in Human Resources (Release 2)

Total number of units = 10

6 core units plus

4 elective units, of which:

- 2 units must be from the elective units listed below
- 2 units may be from any endorsed Training Package or accredited course at Certificate III level or above.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core Units

BSBHRM403 Support performance-management processes

BSBHRM404 Review human resources functions

BSBHRM405 Support the recruitment, selection and induction of staff

BSBLDR402 Lead effective workplace relationships

BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

BSBWRK411 Support employee and industrial relations procedures

Elective Units

BSBADM405 Organise meetings

BSBCMM401 Make a presentation

BSBCUS402 Address customer needs

BSBCUS403 Implement customer service standards

BSBEMS401 Develop and implement business development strategies to expand client base

BSBEMS402 Develop and implement strategies to source and assess candidates

BSBEMS403 Develop and provide employment management services to candidates

BSBEMS404 Manage the recruitment process for client organisations

BSBFIA302 Process payroll

BSBFIA402 Report on financial activity

BSBINM401 Implement workplace information system

BSBINN301 Promote innovation in a team environment

BSBITU304 Produce spreadsheets

BSBITU401 Design and develop complex text documents

BSBITU402 Develop and use complex spreadsheets

BSBITU404 Produce complex desktop published documents

BSBLDR403 Lead team effectiveness

BSBLED401 Develop teams and individuals

BSBREL401 Establish networks

BSBRES401 Analyse and present research information

BSBRKG404 Monitor and maintain records in an online environment

BSBRSK401 Identify risk and apply risk management processes

BSBSUS401 Implement and monitor environmentally sustainable work practices

BSBWRT401 Write complex documents

TAEDEL301A Provide work skill instruction

BSB51915 - Diploma of Leadership and Management (Release 2)

Total number of units = 12

4 core units *plus*

8 elective units, of which:

- 4 elective units must be selected from Group A
- up to 4 may be additional units from Group A or Group B
- if not listed below, up to 2 electives may be from Diploma or above in the Business Services Training Package
- if not listed below, 1 elective unit may be from any currently endorsed Training Package or accredited course at Diploma level.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core Units

BSBLDR501 Develop and use emotional intelligence

BSBMGT517 Manage operational plan

BSBLDR502 Lead and manage effective workplace relationships

BSBWOR502 Lead and manage team effectiveness

Elective Units

Group A

BSBCUS501 Manage quality customer service

BSBFIM501 Manage budgets and financial plans

BSBHRM405 Support the recruitment, selection and induction staff

BSBINN502 Build and sustain an innovative work environment

BSBIPR501 Manage intellectual property to protect and grow business

BSBLDR503 Communicate with influence

BSBLDR504 Implement diversity in the workplace

BSBMGT502 Manage people performance

BSBMGT516 Facilitate continuous improvement

BSBMGT518 Develop organisation policy

BSBMGT519 Incorporate digital solutions into plans and practices

BSBMGT520 Plan and manage the flexible workforce

BSBPMG522 Undertake project work

BSBRISK501 Manage risk

BSBWHS501 Ensure a safe workplace

BSBWOR501 Manage personal work priorities and professional development

Group B

BSBADM502 Manage meetings

BSBCOM503 Develop processes for the management of breaches in compliance requirements

BSBFRA502 Manage a franchise operation

BSBHRM511 Manage expatriate staff

BSBHRM512 Develop and manage performance-management processes

BSBHRM513 Manage workforce planning

BSBINM501 Manage an information or knowledge management system

BSBINN501 Establish systems that support innovation

BSBLED501 Develop a workplace learning environment
BSBMGT521 Plan, implement and review a quality assurance program
BSBMKG507 Interpret market trends and developments
BSBMKG512 Forecast international market and business needs
BSBREL502 Build international business networks
BSBSLS501 Develop a sales plan
BSBSLS502 Lead and manage a sales team
BSBSUS501 Develop workplace policy and procedures for sustainability
BSBWRK510 Manage employee relations

BSB50615 - Diploma of Human Resources Management (Release 2)

Total number of units = 9

6 core units plus

3 elective units, of which:

- at least 2 units must be from the elective units listed below
- if not listed below, 1 unit may be from any endorsed Training Package or accredited course at Certificate IV level or above.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core Units

BSBHRM501 Manage human resources services

BSBHRM506 Manage recruitment selection and induction processes

BSBHRM512 Develop and manage performance-management processes

BSBHRM513 Manage workforce planning

BSBWRK510 Manage employee relations

BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Elective Units

BSBDIV501 Manage diversity in the workplace

BSBFIM501 Manage budgets and financial plans

BSBFIM502 Manage payroll

BSBHRM502 Manage human resources management information systems

BSBHRM505 Manage remuneration and employee benefits

BSBHRM507 Manage separation or termination

BSBHRM509 Manage rehabilitation or return to work programs

BSBHRM510 Manage mediation processes

BSBHRM511 Manage expatriate staff

BSBINM501 Manage an information or knowledge management system

BSBINN601 Lead and manage organisational change

BSBITU402 Develop and use complex spreadsheets

BSBLED501 Develop a workplace learning environment

BSBLED502 Manage programs that promote personal effectiveness

BSBMGT502 Manage people performance

BSBMGT516 Facilitate continuous improvement

BSBPMG522 Undertake project work

BSBRKG502 Manage and monitor business or records system

BSBRSK501 Manage risk

BSBSUS501 Develop workplace policy and procedures for sustainability

BSBWHS501 Ensure a safe workplace

BSBWHS506 Contribute to developing, implementing and maintaining WHS management systems

BSB50815 - Diploma of International Business (Release 1)

Total number of units = 8

This qualification has no core units.

8 elective units must be selected, of which:

- 5 elective units must be selected from the Group A units listed below
- 1 elective unit must be selected from either the Group A units or Group B units listed below
- 2 elective units may be selected from the Group A or Group B units listed below, from this Training Package, or from any current accredited course or endorsed Training Package at this qualification level or Certificate IV or Advanced Diploma level.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Elective Units

Group A

BSBFIA501 Report on finances related to international business

BSBMKG511 Analyse data from international markets

BSBMKG512 Forecast international market and business needs

BSBMKG513 Promote products and services to international markets

BSBMKG516 Profile international markets

BSBMKG517 Analyse consumer behaviour for specific international markets

BSBREL501 Build international client relationships

BSBREL502 Build international business networks

Group B

BSBCUS501 Manage quality customer service

BSBFIM501 Manage budgets and financial plans

BSBINM501 Manage an information or knowledge management system

BSBINN501 Establish systems that support innovation

BSBINN502 Build and sustain an innovative work environment

BSBLED501 Develop a workplace learning environment

BSBMGT502 Manage people performance

BSBMGT517 Manage operational plan

BSBMGT516 Facilitate continuous improvement

BSBPMG521 Manage project integration

BSBPMG511 Manage project scope

BSBPMG512 Manage project time

BSBPMG513 Manage project quality

BSBPMG514 Manage project costs

BSBPMG515 Manage project human resources

BSBPMG516 Manage project information and communications

BSBPMG517 Manage project risk

BSBPMG518 Manage project procurement

BSBPMG522 Undertake project work

BSBR501 Manage risk

BSBSUS501 Develop workplace policy and procedures for sustainability

BSBWHS501 Ensure a safe workplace

BSBWOR501 Manage personal work priorities and professional development
BSBWOR502 Lead and manage team effectiveness

BSB51415 - Diploma of Project Management (Release 1)

Total number of units = 12

8 core units plus

4 elective units, of which:

- 4 elective units may be selected from the elective units listed below or any endorsed Training Package or accredited course at Diploma level or higher.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome. They must not include the choice of the unit BSBPMG522 Undertake project work.

Core Units

BSBPMG511 Manage project scope

BSBPMG512 Manage project time

BSBPMG513 Manage project quality

BSBPMG514 Manage project cost

BSBPMG515 Manage project human resources

BSBPMG516 Manage project information and communication

BSBPMG517 Manage project risk

BSBPMG521 Manage project integration

Elective Units

BSBINM501 Manage an information or knowledge management system

BSBINN502 Build and sustain an innovative work environment

BSBMGT516 Facilitate continuous improvement

BSBPMG518 Manage project procurement

BSBPMG519 Manage project stakeholder engagement

BSBPMG520 Manage project governance

BSBSUS501 Develop workplace policy and procedures for sustainability

BSBWHS506 Contribute to developing, implementing and maintaining WHS management systems

BSBWOR501 Manage personal work priorities and professional development

BSBWOR502 Lead and manage team effectiveness

ICTICT511 Match ICT needs with the strategic direction of the enterprise

ICTICT515 Verify client business requirements

MSS015002A Develop strategies for more sustainable use of resources

PSPETHC501B Promote the values and ethos of public service

BSB61015 - Advanced Diploma of Leadership and Management (Release 2)

Total number of units = 12

4 core units *plus*

8 elective units, of which:

- 4 elective units must be selected from the listed electives
- 4 elective units may be selected from the listed electives or from any currently endorsed Training Package or accredited course at Advanced Diploma level.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core Units

BSBFIM601 Manage finances

BSBINN601 Lead and manage organisational change

BSBMGT605 Provide leadership across the organisation

BSBMGT617 Develop and implement a business plan

Elective Units

BSBCUE601 Optimise customer engagement operations

BSBCUE602 Manage customer engagement information

BSBCUE603 Design and launch new customer engagement facilities

BSBCUE604 Develop and maintain a service level strategy

BSBCUE605 Develop and maintain a customer engagement marketing strategy

BSBCUE606 Forecast and plan using customer engagement traffic information analysis

BSBCUE607 Manage customer engagement centre staffing

BSBCUE608 Manage customer engagement operational costs

BSBCOM603 Plan and establish compliance management systems

BSBDIV601 Develop and implement diversity policy

BSBHRM602 Manage human resources strategic planning

BSBHRM604 Manage employee relations

BSBINM601 Manage knowledge and information

BSBIPR601 Develop and implement strategies for intellectual property management

BSBMGT608 Manage innovation and continuous improvement

BSBMGT615 Contribute to organisation development

BSBMGT616 Develop and implement strategic plans

BSBMGT619 Identify and implement business innovation

BSBMGT621 Design and manage the enterprise quality management system

BSBMGT622 Manage resources

BSBMGT623 Monitor corporate governance activities

BSBMGT624 Develop and implement corporate social responsibility

BSBMKG609 Develop a marketing plan

BSBRKG601 Define recordkeeping framework

BSBRSK501 Manage risk

BSBSUS501 Develop workplace policy and procedures for sustainability

BSBWHS605 Develop, implement and maintain WHS management systems

PSPGOV602B Establish and maintain strategic networks

PSPPROC607A Manage strategic contracts

BSB61215 - Advanced Diploma of Program Management (Release 1)

Total number of units = 12

4 core units plus

8 elective units, of which:

- at least 6 units must be selected from the elective units listed below
- the remaining elective units may be chosen from the elective units listed below or any endorsed Training Package or accredited course at Advanced Diploma level
- 1 unit may be from any endorsed Training Package or accredited course at Diploma level.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core Units

BSBPMG610 Enable program execution

BSBPMG611 Facilitate stakeholder engagement

BSBPMG612 Implement program governance

BSBPMG613 Manage benefits

Elective Units

AHCBUS607A Implement a monitoring, evaluation and reporting program

BSBFIM601 Manage finances

BSBINN601 Lead and manage organisational change

BSBLDR501 Develop and use emotional intelligence

BSBMGT520 Plan and manage the flexible workforce

BSBPMG614 Engage in collaborative alliances

BSBPMG615 Manage program delivery

BSBPMG616 Manage program risk

BSBPMG617 Provide leadership for the program

ICTICT602 Develop contracts and manage contracted performance

ICTICT606 Develop communities of practice

PSPMNGT607B Develop a business case