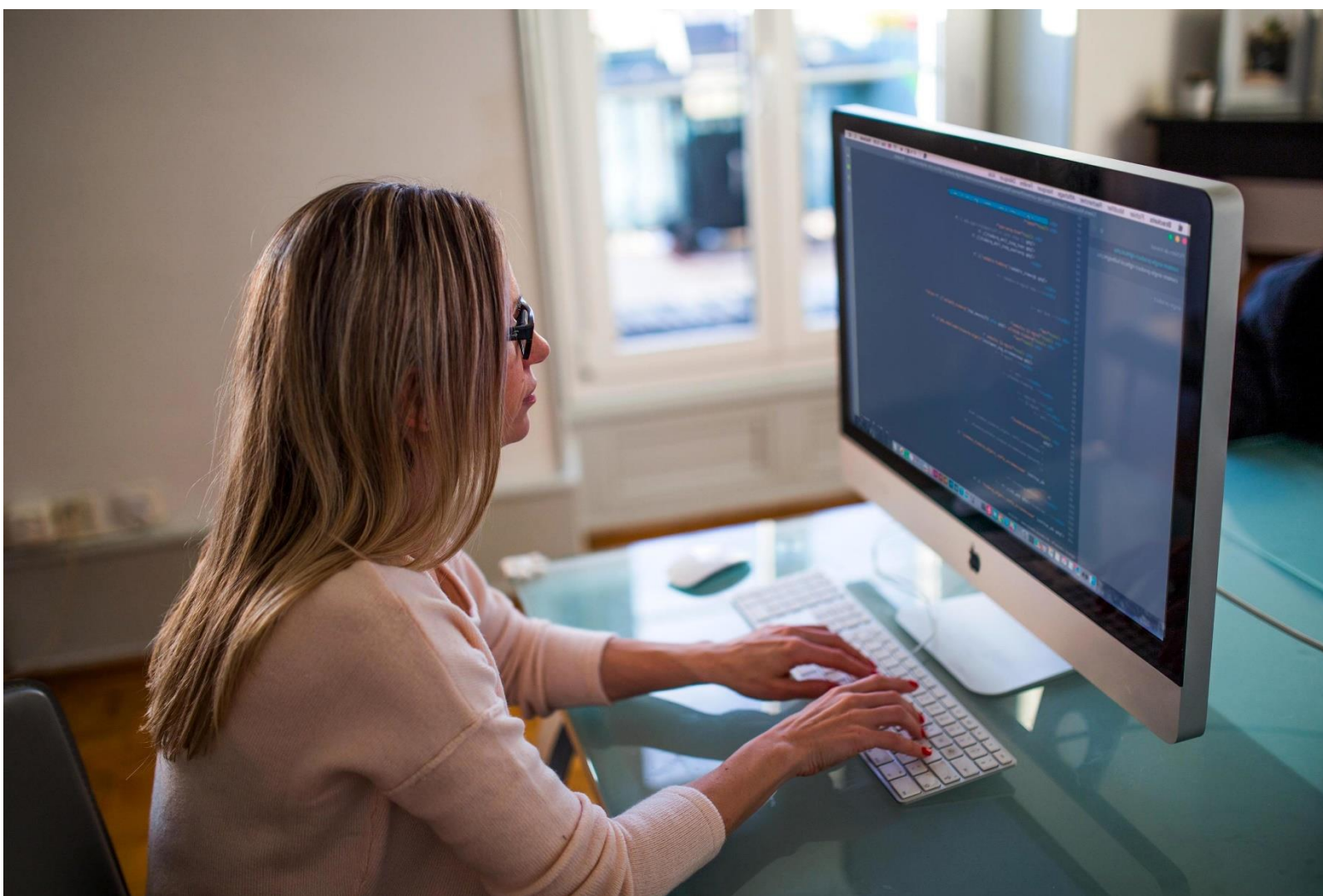# Business Services and Retail Qualification Packaging based on Unit Resources Available from LRES Training Management

Last Updated: Thursday, 4 May 2023

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Complete Qualifications

Note: Units highlighted are those available from LRES Training Management

BSBSS00109 - Introduction to Team Management Skill Set (Release 1)

Skill Set Requirements

BSBCMM511 Communicate with influence

BSBLDR522 Manage people performance

BSBPMG534 Manage project human resources

BSBXTW401 Lead and facilitate a team

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
BSBREL401 Establish networks
BSBRES401 Analyse and present research information
BSBRSK401 Identify risk and apply risk management processes
BSBSUS401 Implement and monitor environmentally sustainable work practices

BSB40615 - Certificate IV in Business Sales (Release 3)

Packaging Rules

Total number of units = 10

4 core units plus

6 elective units, of which:

- 4 elective units must be selected from the elective units listed below
- 2 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 this qualification level or Certificate III or 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

BSBPRO401 Develop product knowledge
BSBREL402 Build client relationships and business networks
BSBSLS407 Identify and plan sales prospects
BSBSLS408 Present, secure and support sales solutions

Elective Units

BSBCUS401 Coordinate implementation of customer service strategies
BSBCUS402 Address customer needs
BSBFIA412 Report on financial activity
BSBADM405 Organise meetings
BSBADM406 Organise business travel
BSBADM409 Coordinate business resources
BSBINT401 Research international business opportunities
BSBCMM401 Make a presentation
BSBITU311 Use simple relational databases
BSBITU402 Develop and use complex spreadsheets
BSBLDR402 Lead effective workplace relationships
BSBLDR403 Lead team effectiveness
BSBMKG401 Profile the market
BSBMKG408 Conduct market research
BSBMKG413 Promote products and services
BSBMKG414 Undertake marketing activities
BSBMKG415 Research international markets
BSBMKG416 Market goods and services internationally
BSBMKG417 Apply marketing communication across a convergent industry
BSBMKG418 Develop and apply knowledge of marketing communication industry
BSBMKG419 Analyse consumer behaviour
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

BSBREL401 Establish networks

BSBREL403 Implement international client relationship strategies

BSBRES411 Analyse and present research information

BSBSLS501 Develop a sales plan

BSBSLS502 Lead and manage a sales team

BSBSUS401 Implement and monitor environmentally sustainable work practices

FNSSAM402 Implement a sales plan

BSB40515 - Certificate IV in Business Administration (Release 3)

Total number of units = 10
This qualification has no core units
10 elective units, of which:
- 5 elective units must be selected from the Group A units listed below
- 5 elective units may be selected from the Group A or Group B units listed below, or any currently endorsed Training Package or accredited course at the same qualification level
- if not listed below, 1 elective unit may be selected from either a Certificate III or Diploma qualification from any currently endorsed Training Package or accredited course
- BSBITU307 Develop keyboarding speed and accuracy cannot be selected as an elective unit for this 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.

Elective Units
Group A
BSBADM401 Produce complex texts from shorthand notes
BSBADM405 Organise meetings
BSBADM406 Organise business travel
BSBADM411 Produce complex texts from audio transcription
BSBFIA401 Prepare financial reports
BSBINM401 Implement workplace information system
BSBITA411 Design and develop relational databases
BSBITU401 Design and develop complex text documents
BSBITU402 Develop and use complex spreadsheets
BSBITU404 Produce complex desktop published documents
BSBWRT401 Write complex documents
Group B units
BSBADM407 Administer projects
BSBADM409 Coordinate business resources
BSBCMM401 Make a presentation
BSBCUS401 Coordinate implementation of customer service strategies
BSBCUS402 Address customer needs
BSBEBU401 Review and maintain a website
BSBFIA412 Report on financial activity
BSBINN301 Promote innovation in a team environment
BSBITS411 Maintain and implement digital technology
BSBMKG413 Promote products and services
BSBMKG414 Undertake marketing activities
BSBMED401 Manage patient record keeping system
BSBREL401 Establish networks
BSBRES411 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

BSB42015 - Certificate IV in Leadership and Management (Release 3)

Packaging Rules
Total number of units = 12
4 core units plus
8 elective units, of which:

- 4 units must be selected from Group A
- 4 units may be additional units selected from Group A or Group B
- if not listed below, 1 unit may be from any currently 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
BSBLDR401 Communicate effectively as a workplace leader
BSBLDR402 Lead effective workplace relationships
BSBLDR403 Lead team effectiveness
BSBMGT402 Implement operational plan

Elective Units
Group A
BSBFIA412 Report on financial activity
BSBINN301 Promote innovation in a team environment
BSBLDR404 Lead a diverse workforce
BSBMGT403 Implement continuous improvement
BSBREL402 Build client relationships and business networks
BSBRSK401 Identify risk and apply risk management processes
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWOR404 Develop work priorities
TAEDEL404 Mentor in the workplace
Group B
BSBADM409 Coordinate business resources
BSBCMM401 Make a presentation
BSBCOM406 Conduct work within a compliance framework
BSBCRT401 Articulate, present and debate ideas
BSBCUS401 Coordinate implementation of customer service strategies
BSBCUS402 Address customer needs
BSBCUS403 Implement customer service standards
BSBINM401 Implement workplace information system
BSBINT401 Research international business opportunities
BSBIPR401 Use and respect copyright
BSBIPR403 Protect and use brands and business identity
BSBLED401 Develop teams and individuals
BSBMGT401 Show leadership in the workplace
BSBMGT404 Lead and facilitate off-site staff
BSBMGT407 Apply digital solutions to work processes

BSBMKG413 Promote products and services
BSBPMG522 Undertake project work
BSBRES411 Analyse and present research information
BSBSUS401 Implement and monitor environmentally sustainable work practices
BSBWRT401 Write complex documents

BSB42015 - Certificate IV in Leadership and Management (Release 5)

Packaging Rules
Total number of units = 12
4 core units plus
8 elective units, of which:
- 4 units must be selected from Group A
- 4 units may be additional units selected from Group A or Group B
- if not listed below, 1 unit may be from any currently 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

BSBLDR401 Communicate effectively as a workplace leader
BSBLDR402 Lead effective workplace relationships
BSBLDR403 Lead team effectiveness
BSBMGT402 Implement operational plan

Elective Units
Group A

BSBFIA412 Report on financial activity
BSBINN301 Promote innovation in a team environment
BSBLDR404 Lead a diverse workforce
BSBMGT403 Implement continuous improvement
BSBREL402 Build client relationships and business networks
BSBRSK401 Identify risk and apply risk management processes
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWOR404 Develop work priorities
TAEDEL404 Mentor in the workplace
Group B
BSBADM409 Coordinate business resources
BSBCMM401 Make a presentation
BSBCOM406 Conduct work within a compliance framework
BSBCRT401 Articulate, present and debate ideas
BSBCUS401 Coordinate implementation of customer service strategies
BSBCUS402 Address customer needs
BSBCUS403 Implement customer service standards
BSBINM401 Implement workplace information system
BSBINT401 Research international business opportunities
BSBIPR401 Use and respect copyright
BSBIPR403 Protect and use brands and business identity
BSBLED401 Develop teams and individuals
BSBMGT401 Show leadership in the workplace
BSBMGT404 Lead and facilitate off-site staff
BSBMGT407 Apply digital solutions to work processes

BSBMKG413 Promote products and services
BSBPMG522 Undertake project work
BSBRES411 Analyse and present research information
BSBSUS401 Implement and monitor environmentally sustainable work practices
BSBWRT401 Write complex documents
BSBXBD401 Capture and store big data
BSBXBD402 Test big data samples
BSBXBD403 Analyse big data
BSBXBD404 Use big data for operational decision making
BSBXBD405 Develop procedures for managing big data
BSBXBD406 Present big data insights
BSBXBD407 Protect big data integrity
BSBXBD408 Implement and review procedures for managing big data
BSBXCM401 Apply communication strategies in the workplace
BSBXCS401 Maintain security of digital devices
BSBXCS402 Promote workplace cyber security awareness and practices
BSBXCS403 Contribute to cyber security threat assessments
BSBXCS404 Contribute to cyber security risk management
BSBXCS405 Contribute to cyber security incident responses
BSBXTW401 Lead and facilitate a team

BSB42518 - Certificate IV in Small Business Management (Release 1)

Packaging Rules
Total number of units = 10
4 core units plus
6 elective units, of which:
- 4 elective units must be selected from the elective units listed below
- the remaining 2 elective units may be selected from any currently endorsed Training Package or accredited course at Certificate IV level
- if not listed below, 1 elective unit may be selected from 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 Unit

BSBSMB404 Undertake small business planning
BSBSMB415 Refine and strengthen a small business
BSBSMB421 Manage small business finances
BSBSMB423 Create a digital technology plan for small business

Elective Units

BSBCRT501 Originate and develop concepts
BSBCUS401 Coordinate implementation of customer service strategies
BSBCUS402 Address customer needs
BSBEBU401 Review and maintain a website
BSBFIA412 Report on financial activity
BSBFRA401 Manage compliance with franchisee obligations and legislative requirements
BSBINN301 Promote innovation in a team environment
BSBINT303 Organise the importing and exporting of goods
BSBIPR405 Protect and use intangible assets in small business
BSBITU422 Use digital technologies to collaborate in the workplace
BSBLDR401 Communicate effectively as a workplace leader
BSBLDR402 Lead effective workplace relationships
BSBLDR404 Lead a diverse workforce
BSBLED401 Develop teams and individuals
BSBMGT404 Lead and facilitate off-site staff
BSBMKG413 Promote products and services
BSBPMG522 Undertake project work
BSBREL401 Establish networks
BSBREL402 Build client relationships and business networks
BSBRES411 Analyse and present research information
BSBSMB401 Establish and comply with legal and risk requirements of small business
BSBSMB402 Plan small business finances
BSBSMB403 Market the small business
BSBSMB407 Manage a small team
BSBSMB408 Manage personal, family, cultural and business obligations
BSBSMB409 Build and maintain relationships with small business stakeholders
BSBSMB410 Review and implement energy efficiency in business operations

BSBSMB411 Manage specialist external advisory services
BSBSMB417 Recruit staff
BSBSMB418 Manage compliance for small business
BSBSMB420 Evaluate and develop small business operations
BSBSMB422 Plan small business growth
BSBSUS401 Implement and monitor environmentally sustainable work practices
BSBWOR424 Develop a time management plan
FNSACC416 Set up and operate a computerised accounting system
PSPGEN028 Provide a quotation

BSB40520 - Certificate IV in Leadership and Management (Release 1)

Packaging Rules
Total number of units = 12
5 core units plus
7 elective units, of which:

- 4 elective units must be selected from Group A
- for the remaining 3 elective units:
- up to 3 units may be selected from Groups A and B
- if not listed, up to 2 units may be selected from a Certificate IV or above, from this or any other currently endorsed Training Package qualification or accredited course.

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
BSBLDR411 Demonstrate leadership in the workplace
BSBLDR413 Lead effective workplace relationships
BSBOPS402 Coordinate business operational plans
BSBXCM401 Apply communication strategies in the workplace
BSBXTW401 Lead and facilitate a team

Elective units
Group A
BSBCMM412 Lead difficult conversations
BSBCRT411 Apply critical thinking to work practices
BSBCRT413 Collaborate in creative processes
BSBFIN401 Report on financial activity
BSBLDR412 Communicate effectively as a workplace leader
BSBLDR414 Lead team effectiveness
BSBLDR521 Lead the development of diverse workforces
BSBOPS403 Apply business risk management processes
BSBPEF402 Develop personal work priorities
BSBSTR401 Promote innovation in team environments
BSBSTR502 Facilitate continuous improvement
BSBTWK401 Build and maintain business relationships
BSBWHS411 Implement and monitor WHS policies, procedures and programs
BSBXBD403 Analyse big data
BSBXBD404 Use big data for operational decision making

Group B
BSBCRT412 Articulate, present and debate ideas
BSBOPS401 Coordinate business resources
BSBOPS404 Implement customer service strategies
BSBOPS405 Organise business meetings
BSBPEF401 Manage personal health and wellbeing
BSBPEF403 Lead personal development
BSBPEF502 Develop and use emotional intelligence
BSBPMG430 Undertake project work
BSBSUS411 Implement and monitor environmentally sustainable work practices
BSBSUS412 Develop and implement workplace sustainability plans

BSB41419 - Certificate IV in Work Health and Safety (Release 1)

Total number of units = 10

5 core units plus

5 elective units, of which:

- 3 units must be from Group A below
- the remaining 2 units may be selected as follows:
- both may be selected from Group A, Group B or any currently endorsed Training Package qualification or accredited course at the same Australian Qualifications Framework (AQF) level
- 1 may be selected from a Certificate III or Diploma, from any currently endorsed Training Package qualification or accredited course.

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

BSBWHS412 Assist with workplace compliance with WHS laws

BSBWHS413 Contribute to implementation and maintenance of WHS consultation and participation processes

BSBWHS414 Contribute to WHS risk management

BSBWHS415 Contribute to implementing WHS management systems

BSBWHS416 Contribute to workplace incident response

Elective units

Group A

BSBRES411 Analyse and present research information

BSBWHS417 Assist with managing WHS implications of return to work

BSBWHS418 Assist with managing WHS compliance of contractors

BSBWHS419 Contribute to implementing WHS monitoring processes

BSBWHS431 Develop processes and procedures for controlling hazardous chemicals in the workplace

BSBWRT401 Write complex documents

Group B

BSBCMM401 Make a presentation

BSBINN301 Promote innovation in a team environment

BSBMGT401 Show leadership in the workplace

BSBMGT403 Implement continuous improvement

BSBPMG409 Apply project scope management techniques

BSBSUS401 Implement and monitor environmentally sustainable work practices

PUACOM008 Develop and organise public safety awareness programs

PUAWHS003 Implement and monitor organisational work, health and safety policies, procedures and programs

RIIWHS403D Apply the mine work health and safety management plan

TAEASS301 Contribute to assessment

TAEDEL301 Provide work skill instruction

BSB51918 - Diploma of Leadership and Management (Release 4)

Packaging Rules
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

BSBLDR502 Lead and manage effective workplace relationships
BSBLDR511 Develop and use emotional intelligence
BSBMGT517 Manage operational plan
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 of staff
BSBINN502 Build and sustain an innovative work environment
BSBIPR501 Manage intellectual property to protect and grow business
BSBLDR504 Implement diversity in the workplace
BSBLDR513 Communicate with influence
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
BSBRSK501 Manage risk
BSBWHS521 Ensure a safe workplace for a work area
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

BSBWRK520 Manage employee relations

BSBXBD501 Develop big data strategy

BSBXCM501 Lead communication in the workplace

BSB51918 - Diploma of Leadership and Management (Release 3)

Packaging Rules
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

BSBLDR502 Lead and manage effective workplace relationships
BSBLDR511 Develop and use emotional intelligence
BSBMGT517 Manage operational plan
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 of staff
BSBINN502 Build and sustain an innovative work environment
BSBIPR501 Manage intellectual property to protect and grow business
BSBLDR504 Implement diversity in the workplace
BSBLDR513 Communicate with influence
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
BSBRSK501 Manage risk
BSBWHS521 Ensure a safe workplace for a work area
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

BSBWRK520 Manage employee relations

BSBXCM501 Lead communication in the workplace

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
BSBRSK501 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

BSB51918 - Diploma of Leadership and Management (Release 1)

Packaging Rules
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

BSBLDR502 Lead and manage effective workplace relationships
BSBLDR511 Develop and use emotional intelligence
BSBMGT517 Manage operational plan
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 of staff
BSBINN502 Build and sustain an innovative work environment
BSBIPR501 Manage intellectual property to protect and grow business
BSBLDR504 Implement diversity in the workplace
BSBLDR513 Communicate with influence
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
BSBRSK501 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

BSBWRK520 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

BSB50618 - Diploma of Human Resources Management (Release 1)

Packaging Rules
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
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWRK520 Manage employee relations

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
BSBRSK501 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

BSB52415 – Diploma of Marketing and Communication (Release 1)

Entry Requirements
Entry to this qualification is limited to those individuals who:
- have completed a*ll core units in BSB42415 Certificate IV in Marketing and Communication.*

Packaging Rules
Total number of units = 12
3 core units plus
9 elective units, of which:
- 8 elective units must be selected from the electives listed below
- the remaining elective unit may be selected from the elective units listed below, or any currently endorsed Training Package or accredited course at Diploma 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.

Core Units
BSBMKG507 Interpret market trends and developments
BSBMKG523 Design and develop an integrated marketing communication plan
BSBPMG522 Undertake project work

Elective Units
BSBADV503 Coordinate advertising research
BSBADV507 Develop a media plan
BSBADV509 Create mass print media advertisements
BSBADV510 Create mass electronic media advertisements
BSBCRT501 Originate and develop concepts
BSBDES602 Research global design trends
BSBEBU501 Investigate and design e business solutions
BSBFIM501 Manage budgets and financial plans
BSBIPR501 Manage intellectual property to protect and grow business
BSBLDR502 Lead and manage effective workplace relationships
BSBMKG501 Identify and evaluate marketing opportunities
BSBMKG502 Establish and adjust the marketing mix
BSBMKG506 Plan market research
BSBMKG508 Plan direct marketing activities
BSBMKG509 Implement and monitor direct marketing activities
BSBMKG510 Plan e-marketing communications
BSBMKG514 Implement and monitor marketing activities
BSBMKG515 Conduct a marketing audit
BSBMKG518 Plan and implement services marketing
BSBMKG519 Plan and implement business-to-business marketing
BSBMKG520 Manage compliance within the marketing legislative framework
BSBMKG521 Plan and implement sponsorship and event marketing
BSBMKG522 Plan measurement of marketing effectiveness
BSBMKG524 Design effective user experiences
BSBMKG525 Design effective web search responses

BSBMKG526 Develop strategies to monitise digital engagement
BSBMKG527 Plan social media engagement
BSBMKG528 Mine data to identify industry directions
BSBMKG529 Manage client account
BSBMKG530 Create distributed multiplatform digital advertisements
BSBPUB501 Manage the public relations publication process
BSBPUB502 Develop and manage complex public relations campaigns
BSBPUB503 Manage fundraising and sponsorship activities
BSBPUB504 Develop and implement crisis management plans
BSBWRT501 Write persuasive copy
ICTGAM504 Manage interactive media production

BSB50215 - Diploma of Business (Release 2)

Total number of units = 8
This qualification has no core units.
8 elective units must be selected, of which:
- 6 of the elective units must be selected from the units listed below, with no more than 3 units selected from any one group
- 2 elective units may be selected from elective units listed below, from the BSB Business Services 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
BSBADV503 Coordinate advertising research
BSBADV507 Develop a media plan
BSBADV509 Create mass print media advertisements
BSBADV510 Create mass electronic media advertisements
BSBMKG523 Design and develop an integrated marketing communication plan
BSBWRT501 Write persuasive copy
Group B
BSBADM502 Manage meetings
BSBADM503 Plan and manage conferences
BSBADM504 Plan and implement administrative systems
BSBADM506 Manage business document design and development
BSBEBU511 Develop and implement an e-business strategy
BSBFIM502 Manage payroll
BSBITB511 Establish and maintain a network of digital devices
Group C
BSBHRM501 Manage human resources services
BSBHRM502 Manage human resources management information systems
BSBHRM513 Manage workforce planning
BSBHRM505 Manage remuneration and employee benefits
BSBHRM506 Manage recruitment, selection and induction processes
BSBHRM507 Manage separation or termination
BSBHRM509 Manage rehabilitation or return-to-work programs
BSBHRM510 Manage mediation processes
BSBLED502 Manage programs that promote personal effectiveness
Group D
BSBMKG501 Identify and evaluate marketing opportunities
BSBMKG502 Establish and adjust the marketing mix
BSBMKG506 Plan market research
BSBMKG507 Interpret market trends and developments
BSBMKG508 Plan direct marketing activities
BSBMKG509 Implement and monitor direct marketing activities
BSBMKG510 Plan e-marketing communications

BSBMKG514 Implement and monitor marketing activities
BSBMKG515 Conduct a marketing audit
BSBPUB501 Manage the public relations publication process
BSBPUB502 Develop and manage complex public relations campaigns
BSBPUB503 Manage fundraising and sponsorship activities
BSBPUB504 Develop and implement crisis management plans

Group E

BSBCON601 Develop and maintain business continuity plans
BSBINM501 Manage an information or knowledge management system
BSBINN501 Establish systems that support innovation
BSBINN502 Build and sustain an innovative work environment
BSBIPR501 Manage intellectual property to protect and grow business
BSBMGT403 Implement continuous improvement
BSBPMG522 Undertake project work
BSBRSK501 Manage risk
BSBSUS501 Develop workplace policy and procedures for sustainability
BSBWOR501 Manage personal work priorities and professional development

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

BSB50820 - Diploma of Project Management (Release 1)

Packaging Rules
Total number of units = 12
8 core units plus
4 elective units, of which:
- 2 elective units must be selected from the elective units listed below
- for the remaining 2 elective units:
- up to 2 units may be selected from the elective units listed below
- if not listed, up to 2 units may be selected from a Diploma or above, from this or any other currently endorsed Training Package qualification or accredited course.

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. Chosen elective units must not include BSBPMG430 Undertake project work.

Core units
BSBPMG530 Manage project scope
BSBPMG531 Manage project time
BSBPMG532 Manage project quality
BSBPMG533 Manage project cost
BSBPMG534 Manage project human resources
BSBPMG535 Manage project information and communication
BSBPMG536 Manage project risk
BSBPMG540 Manage project integration

Elective units
BSBAUD514 Interpret compliance requirements
BSBCMM511 Communicate with influence
BSBCRT511 Develop critical thinking in others
BSBDAT501 Analyse data
BSBINS501 Implement information and knowledge management systems
BSBLDR522 Manage people performance
BSBLDR601 Lead and manage organisational change
BSBOPS501 Manage business resources
BSBPEF501 Manage personal and professional development
BSBPMG537 Manage project procurement
BSBPMG538 Manage project stakeholder engagement
BSBPMG539 Manage project governance
BSBPMG541 Manage complex projects
BSBSTR501 Establish innovative work environments
BSBSTR502 Facilitate continuous improvement
BSBSUS511 Develop workplace policies and procedures for sustainability
BSBTWK502 Manage team effectiveness
BSBWHS521 Ensure a safe workplace for a work area
ICTICT517 Match ICT needs with the strategic direction of the organisation
ICTICT526 Verify client business requirements
MSS015022 Develop strategies for more sustainable use of resources

BSB50420 - Diploma of Leadership and Management (Release 1)

Packaging Rules
Total number of units = 12
6 core units plus
6 elective units, of which:
- 4 elective units must be selected from the elective units listed below
- for the remaining 2 elective units:
- up to 2 units may be selected from the elective units listed below
- if not listed, up to 2 units may be selected from a Certificate IV or above, from this or any other currently endorsed Training Package qualification or accredited course.

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
BSBCMM511 Communicate with influence
BSBCRT511 Develop critical thinking in others
BSBLDR523 Lead and manage effective workplace relationships
BSBOPS502 Manage business operational plans
BSBPEF502 Develop and use emotional intelligence
BSBTWK502 Manage team effectiveness

Elective units
BSBCMM412 Lead difficult conversations
BSBCRT512 Originate and develop concepts
BSBFIN501 Manage budgets and financial plans
BSBFIN502 Manage financial compliance
BSBHRM522 Manage employee and industrial relations
BSBHRM524 Coordinate workforce plan implementation
BSBHRM531 Coordinate health and wellness programs
BSBLDR521 Lead the development of diverse workforces
BSBLDR522 Manage people performance
BSBOPS501 Manage business resources
BSBOPS503 Develop administrative systems
BSBOPS504 Manage business risk
BSBOPS505 Manage organisational customer service
BSBPEF501 Manage personal and professional development
BSBSTR501 Establish innovative work environments
BSBSTR502 Facilitate continuous improvement
BSBSTR503 Develop organisational policy
BSBSUS511 Develop workplace policies and procedures for sustainability
BSBTWK501 Lead diversity and inclusion
BSBTWK503 Manage meetings
BSBWHS521 Ensure a safe workplace for a work area
BSBXBD501 Develop big data strategy
BSBXCM501 Lead communication in the workplace
BSBXDB501 Support staff members with disability in the workplace

BSBXDB502 Adapt organisations to enhance accessibility for people with disability
SIRXOSM007 Manage risk to organisational reputation in an online setting

BSB60720 - Advanced Diploma of Program Management (Release 1)

Packaging Rules
Total number of units = 12
4 core units plus
8 elective units, of which:
- 6 elective units must be selected from the elective units listed below
- for the remaining 2 elective units:
- up to 2 units may be selected from the elective units listed below
- if not listed, up to 2 units may be selective from an Advanced Diploma or above, from this or any other currently endorsed Training Package qualification or accredited course
- if not listed, 1 unit may be selected from a Diploma from this or any other currently endorsed Training Package qualification or accredited course.

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

BSBPMG630 Enable program execution
BSBPMG634 Facilitate stakeholder engagement
BSBPMG635 Implement program governance
BSBPMG636 Manage benefits

Elective units

AHCBUS615 Implement a monitoring, evaluation and reporting program
BSBAUD601 Establish and manage compliance management systems
BSBCRT611 Apply critical thinking for complex problem solving
BSBFIN601 Manage organisational finances
BSBINS601 Manage knowledge and information
BSBLDR601 Lead and manage organisational change
BSBPEF502 Develop and use emotional intelligence
BSBPMG631 Manage program delivery
BSBPMG632 Manage program risk
BSBPMG633 Provide leadership for the program
BSBPMG637 Engage in collaborative alliances
BSBSTR601 Manage innovation and continuous improvement
BSBSUS601 Lead corporate social responsibility
ICTICT612 Develop contracts and manage contract performance
ICTICT616 Develop communities of practice
PSPMGT006 Develop a business case

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

BSB61218 - Advanced Diploma of Program Management (Release 1)

Packaging Rules
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
BSBPMG621 Facilitate stakeholder engagement
BSBPMG622 Implement program governance
BSBPMG623 Manage benefits

Elective Units

AHCBUS607 Implement a monitoring, evaluation and reporting program
BSBFIM601 Manage finances
BSBINN601 Lead and manage organisational change
BSBLDR511 Develop and use emotional intelligence
BSBMGT520 Plan and manage the flexible workforce
BSBPMG615 Manage program delivery
BSBPMG616 Manage program risk
BSBPMG617 Provide leadership for the program
BSBPMG624 Engage in collaborative alliances
ICTICT602 Develop contracts and manage contracted performance
ICTICT606 Develop communities of practice
PSPMGT006 Develop a business case

BSB60420 - Advanced Diploma of Leadership and Management (Release 1)

Packaging Rules
Total number of units = 10
5 core units plus
5 elective units, of which:
- 3 elective units must be selected from the elective units listed below
- for the remaining 2 elective units:
- up to 2 units may be selected from the elective units listed below
- if not listed, up to 2 units may be selected from an Advanced Diploma or above, from this or any other currently endorsed Training Package qualification or accredited course.

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
BSBCRT611 Apply critical thinking for complex problem solving
BSBLDR601 Lead and manage organisational change
BSBLDR602 Provide leadership across the organisation
BSBOPS601 Develop and implement business plans
BSBSTR601 Manage innovation and continuous improvement

Elective units
BSBCMM511 Communicate with influence
BSBCRT511 Develop critical thinking in others
BSBHRM613 Contribute to the development of learning and development strategies
BSBHRM614 Contribute to strategic workforce planning
BSBHRM615 Contribute to the development of diversity and inclusion strategies
BSBPEF501 Manage personal and professional development
BSBPMG633 Provide leadership for the program
BSBPMG637 Engage in collaborative alliances
BSBSTR602 Develop organisational strategies
BSBSTR801 Lead innovative thinking and practice
BSBSTR802 Lead strategic planning processes for an organisation
BSBSUS601 Lead corporate social responsibility
BSBTEC601 Review organisational digital strategy
BSBXCM501 Lead communication in the workplace

PSP80116 - Graduate Certificate in Strategic Procurement (Release 1)

4 units of competency are required for this qualification:
- 3 core units
- 1 elective unit

Choose 1 elective from the list below.

Core units

PSPPCM025 Influence and define strategic procurement direction
PSPPCM026 Establish the strategic procurement context
PSPPCM027 Evaluate and improve strategic procurement performance

Elective units

PSPETH005 Lead and influence ethical practice in the public sector
PSPMGT014 Undertake enterprise risk management
BSBLDR803 Develop and cultivate collaborative partnerships and relationships
BSBLDR805 Lead and influence change
BSBFIM801 Manage financial resources
BSBINN801 Lead innovative thinking and practice

BSB80515 - Graduate Certificate in Management (Learning) (Release 1)

Total number of units = 4
2 core units plus
2 elective units, of which:
- 1 elective unit must be selected from Group A elective units
- one further elective unit may be selected from Group A or Group B or from any currently endorsed Training Package or accredited course at Advanced Diploma 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
BSBLDR801 Lead personal and strategic transformation
BSBLED802 Lead learning strategy implementation

Group A Elective Units
BSBITB801 Implement advanced electronic technologies
BSBLDR803 Develop and cultivate collaborative partnerships and relationships
BSBLED805 Plan and implement a mentoring program
BSBLED806 Plan and implement a coaching strategy
BSBLED807 Establish career development services
BSBLED808 Conduct a career development session
BSBLED809 Identify and communicate trends in career development
TAELED703A Implement improved learning practice
TAELED704A Review enterprise e-learning systems and solutions

Group B Elective Units
BSBFIM501 Manage financial resources
BSBINN501 Establish systems that support innovation
BSBINN601 Lead and mange organisational change
PSPHR616A Manage performance management system
PSPMNGT614A Facilitate knowledge management

BSB80615 - Graduate Diploma of Management (Learning) (Release 1)

Total number of units = 8
2 core units plus
6 elective units, of which:
- 4 units must be selected from the elective units listed below
- the remaining 2 units may be selected from the elective units listed below or any other currently endorsed training package or accredited course at Advanced Diploma 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
BSBINN801 Lead innovative thinking and practice
BSBRES801 Initiate and lead applied research

Elective Units
BSBFIM801 Manage financial resources
BSBINN501 Establish systems that support innovation
BSBINN601 Lead and mange organisational change
BSBITB801 Implement advanced electronic technologies
BSBLDR801 Lead personal and strategic transformation
BSBLED802 Lead learning strategy implementation
BSBLED805 Plan and implement a mentoring program
BSBLED806 Plan and implement a coaching strategy
BSBLED807 Establish career development services
BSBLED808 Conduct a career development session
BSBLED809 Identify and communicate trends in career development
BSBLDR803 Develop and cultivate collaborative partnerships and relationships
PSPHR616A Manage performance management system
PSPMNGT614A Facilitate knowledge management
TAELED703A Implement improved learning practice
TAELED704A Review enterprise e-learning systems and solutions

BSB80215 - Graduate Diploma of Strategic Leadership (Release 1)

Total number of units = 8
2 core units *plus*
6 elective units, of which:
- 4 must be from the elective units listed below
- 2 units may be from the elective units listed below or any currently endorsed Training Package or accredited course at Graduate 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
BSBLDR801 Lead personal and strategic transformation
BSBLDR802 Lead the strategic planning process for an enterprise

Elective Units
BSBFIM801 Manage financial resources
BSBLDR803 Develop and cultivate collaborative partnerships and relationships
BSBLDR804 Influence and shape diversity management
BSBLDR805 Lead and influence change
BSBLDR806 Lead and influence ethical practice
BSBMGT801 Direct the development of a knowledge management strategy for a business
BSBMGT802 Lead design and review of enterprise systems
BSBMGT803 Use financial and economic information for strategic decision making
BSBRES801 Initiate and lead applied research

BSB80120 - Graduate Diploma of Management (Learning) (Release 1)

Packaging Rules
Total number of units = 8
3 core units plus
5 elective units, of which:
- 3 elective units must be selected from the elective units listed below
- for the remaining 2 elective units:
- up to 2 units may be selected from the elective units listed below
- if not listed, up to 2 units may be selected from an Advanced Diploma, Graduate Certificate or Graduate Diploma from this or any other currently endorsed Training Package qualification or accredited course.

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
BSBHRM613 Contribute to the development of learning and development strategies
BSBLDR811 Lead strategic transformation
TAELED803 Implement improved learning practice

Elective units
BSBCRT611 Apply critical thinking for complex problem solving
BSBFIN801 Lead financial strategy development
BSBHRM611 Contribute to organisational performance development
BSBINS603 Initiate and lead applied research
BSBLDR601 Lead and manage organisational change
BSBLDR812 Develop and cultivate collaborative partnerships and relationships
BSBOPS601 Develop and implement business plans
BSBSTR801 Lead innovative thinking and practice
PSPMGT012 Facilitate knowledge management
TAELED804 Review enterprise e-learning systems and solutions implementation

SIR30216 - Certificate III in Retail (Release 2)

Packaging Rules

13 units must be completed:

- 8 core units
- 5 elective units, consisting of:

- 3 units from the list below
- 2 units from the list below, elsewhere in SIR Retail Services Training Package, or any other current Training Package or accredited course.

The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification.

Core units	
SIRXCEG001	Engage the customer
SIRXCEG002	Assist with customer difficulties
SIRXCEG003	Build customer relationships and loyalty
SIRXCOM002	Work effectively in a team
SIRXIND001	Work effectively in a service environment
SIRXRSK001	Identify and respond to security risks
SIRXSLS001	Sell to the retail customer
SIRXWHS002	Contribute to workplace health and safety
Elective units	
Communication and Teamwork	
CHCDIV001	Work with diverse people
SIRXCOM003	Promote team cohesion
Customer Engagement	
SIRXCEG006	Provide online customer service
Delivery	
SIRXDLV001	Deliver food products
Food and Beverage	
SITHFAB002	Provide responsible service of alcohol
Food Safety	
SIRRFSA001	Handle food safely in a retail environment
SIRRFSA002	Supervise a food safety program
Health and Wellbeing	
SIRXHWB001	Maintain personal health and wellbeing
Inventory	
SIRRINV001	Receive and handle retail stock
SIRRINV002	Control stock
Management and Leadership	
SIRXMGT001	Supervise and support frontline team members
Marketing	

BSBMKG401	Profile the market
SIRXMKT001	Support marketing and promotional activities
Merchandising	
SIRRMER001	Produce visual merchandise displays
SIRRMER002	Merchandise food products
SIRRMER003	Coordinate visual merchandising activities
Product Knowledge	
SIRXPDK002	Advise on food products and services
SIRXPDK003	Advise on health and nutritional products and services
Retail Financials	
SIRRRTF001	Balance and secure point-of-sale terminal
Styling	
SIRRSTY001	Style the customer
Training and Development	
SIRXTAD001	Train others in frontline tasks
Wholesale	
SIRWSLS002	Analyse and achieve sales targets
SIRWSLS003	Build sales of branded products
Working in Industry	
SIRXIND002	Organise and maintain the store environment
SIRXIND003	Organise personal work requirements
SIRXIND005	Develop personal productivity

Incomplete Qualifications

Note: Units <mark>highlighted</mark> are those available from LRES Training Management

BSBSS00094 - Cyber Security Awareness Skill Set (Release 1)

Skill Set Requirements

BSBXCS301 Protect own personal online profile from cyber security threats

BSBXCS302 Identify and report online security threats.

BSBXCS303 Securely manage personally identifiable information and workplace information

BSBXCS402 Promote workplace cyber security awareness and practices

BSBSS00119 - Customer Service Skill Set (Release 1)

Skill Set Requirements

BSBOPS304 Deliver and monitor a service to customers

BSBOPS305 Process customer complaints

SIRXCEG002 Assist with customer difficulties

SIRXPDK001 Advise on products and services

BSB20115 - Certificate II in Business (Release 2)

Total number of units = 12
1 core units plus
11 elective units of which:
- 7 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, 2 of the 4 elective units may be selected from either a Certificate I or a Certificate III 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
BSBWHS201 Contribute to health and safety of self and others

Elective Units
BSBCUS201 Deliver a service to customers
BSBIND201 Work effectively in a business environment
BSBINM201 Process and maintain workplace information
BSBINM202 Handle mail
BSBINN201 Contribute to workplace innovation
BSBCMM201 Communicate in the workplace
BSBITU211 Produce digital text documents
BSBITU212 Create and use spreadsheets
BSBITU213 Use digital technologies to communicate remotely
BSBSMB201 Identify suitability for micro business
BSBSUS201 Participate in environmentally sustainable work practices
BSBWOR202 Organise and complete daily work activities
BSBWOR203 Work effectively with others
BSBWOR204 Use business technology
FNSACC311 Process financial transactions and extract interim reports

BSB30120 - Certificate III in Business (Release 1)

Packaging Rules
Total number of units = 13
6 core units plus
7 elective units, of which:
- 2 elective units must be selected from Group A
- 1 elective unit must be selected from Group B
- for the remaining 4 elective units:
- up to 4 units may be selected from Groups A – G
- if not listed, up to 3 units may be selected from a Certificate II, Certificate III or Certificate IV from this or any other currently endorsed Training Package qualification or accredited course.

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.

Specialisations
This qualification can provide for specialisations. To achieve a specialisation, the following additional packaging rules must be adhered to:
- For specialisation in **Customer Engagement** , 4 elective units must be selected from Group D
- For specialisation in **Business Administration** , 4 elective units must be selected from Group E
- For specialisation in **Medical Administration** , 4 elective units must be selected from Group F
- For specialisation in **Records and Information Management** , 4 elective units must be selected from Group G.

Where the learner has achieved a specialisation in Customer Engagement, the job roles that relate to this qualification may include Customer Service Representative.
Where the learner has achieved a specialisation in Business Administration, the job roles that relate to this qualification may include Administrative Assistant.
Where the learner has achieved a specialisation in Medical Administration, the job roles that relate to this qualification may include Medical Receptionist and Medical Secretary.
Where the learner has achieved a specialisation in Records and Information Management, the job roles that relate to this qualification may include Records Assistant.
The achievement of a specialisation will be identified on testamurs as follows:
- BSB30120 Certificate III in Business (Customer Engagement)
- BSB30120 Certificate III in Business (Administration)
- BSB30120 Certificate III in Business (Medical Administration)
- BSB30120 Certificate III in Business (Records and Information Management).

Core units
BSBCRT311 Apply critical thinking skills in a team environment
BSBPEF201 Support personal wellbeing in the workplace
BSBSUS211 Participate in sustainable work practices
BSBTWK301 Use inclusive work practices
BSBWHS311 Assist with maintaining workplace safety

BSBXCM301 Engage in workplace communication

Elective units
Group A – Technology
BSBDAT201 Collect and record data
BSBOPS306 Record stakeholder interactions
BSBTEC201 Use business software applications
BSBTEC202 Use digital technologies to communicate in a work environment
BSBTEC301 Design and produce business documents
BSBTEC302 Design and produce spreadsheets
BSBTEC303 Create electronic presentations
BSBTEC404 Use digital technologies to collaborate in a work environment
BSBWRT311 Write simple documents
BSBXCS301 Protect own personal online profile from cyber security threats
BSBXCS302 Identify and report online security threats
BSBXCS303 Securely manage personally identifiable information and workplace information
Group B – Business Competence
BSBESB302 Develop and present business proposals
BSBESB401 Research and develop business plans
BSBOPS302 Identify business risk
BSBPEF301 Organise personal work priorities
BSBPMG430 Undertake project work
BSBSTR301 Contribute to continuous improvement
BSBWHS332X Apply infection prevention and control procedures to own work activities
Group C – Teamwork and Relationships
BSBCRT412 Articulate, present and debate ideas
BSBLDR301 Support effective workplace relationships
BSBPEF302 Develop self-awareness
BSBXTW301 Work in a team
Group D – Customer and Client Engagement
BSBOPS304 Deliver and monitor a service to customers
BSBOPS305 Process customer complaints
BSBXDB301 Respond to the service needs of customers and clients with disability
ICTSAS305 Provide ICT advice to clients
SIRXCEG002 Assist with customer difficulties
SIRXCEG005 Maintain business to business relationships
SIRXMKT001 Support marketing and promotional activities
SIRXOSM003 Use social media and online tools
SIRXPDK001 Advise on products and services
Group E – Business Administration
BSBFIN301 Process financial transactions
BSBFIN302 Maintain financial records
BSBHRM416 Process payroll
BSBINS202 Handle receipt and dispatch of information
BSBOPS301 Maintain business resources
BSBOPS303 Organise schedules
BSBPUR301 Purchase goods and services

Group F – Medical Administration

BSBMED301 Interpret and apply medical terminology appropriately
BSBMED302 Prepare and process medical accounts
BSBMED303 Maintain patient records
BSBMED304 Assist in controlling stocks and supplies
BSBMED305 Apply the principles of confidentiality, privacy and security within the medical environment
BSBMED401 Manage patient record keeping system

Group G – Records and Information Management

BSBINS302 Organise workplace information
BSBINS303 Use knowledge management systems
BSBINS307 Retrieve information from records
BSBINS308 Control records
BSBINS309 Maintain business records

BSB42618 - Certificate IV in New Small Business (Release 1)

Packaging Rules
Total number of units = 10
4 core units plus
6 elective units, of which:
- all 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 elective unit may be selected from a Certificate III or Diploma qualification from any currently endorsed Training Package or accredited course.

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 Unit

BSBSMB401 Establish legal and risk management requirements of small business

BSBSMB403 Market the small business

BSBSMB404 Undertake small business planning

BSBSMB421 Manage small business finances

Elective Units

BSBADM409 Coordinate business resources

BSBCUS401 Coordinate implementation of customer service strategies

BSBCUS402 Address customer needs

BSBEBU401 Review and maintain a website

BSBFIA412 Report on financial activity

BSBINN301 Promote innovation in a team environment

BSBINT303 Organise the importing and exporting of goods

BSBIPR405 Protect and use intangible assets in small business

BSBITU422 Use digital technologies to collaborate in the workplace

BSBMGT404 Lead and facilitate off-site staff

BSBREL401 Establish networks

BSBREL402 Build client relationships and business networks

BSBRES411 Analyse and present research information

BSBSMB201 Identify suitability for micro business

BSBSMB301 Investigate micro business opportunities

BSBSMB407 Manage a small team

BSBSMB408 Manage personal, family, cultural and business obligations

BSBSMB409 Build and maintain relationships with small business stakeholders

BSBSMB410 Review and implement energy efficiency in business operations

BSBSMB411 Manage specialist external advisory services

BSBSMB420 Evaluate and develop small business operations

BSBSMB423 Create a digital technology plan for small business

BSBSUS401 Implement and monitor environmentally sustainable work practices

BSBWOR424 Develop a time management plan

PSPGEN028 Provide a quotation

BSB30715 - Certificate III in Work Health and Safety (Release 2)

Total number of units = 10
5 core units plus
5 elective units, of which:
- 3 units must be from the elective units below
- 2 units may be from any currently endorsed Training Package or accredited course at the same qualification level
- If not listed, 1 elective unit may be selected from a Certificate II or Certificate IV from any currently endorsed Training Package or accredited course.

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
BSBWHS303 Participate in WHS hazard identification, risk assessment and risk control
BSBWHS304 Participate effectively in WHS communication and consultation processes
BSBWHS305 Contribute to WHS issue resolution
PUAWER001B Identify, prevent and report potential workplace emergency situations

Elective Units
BSBCMM201 Communicate in the workplace
BSBDIV301 Work effectively with diversity
BSBFLM303 Contribute to effective workplace relationships
BSBINM301 Organise workplace information
BSBINN201 Contribute to workplace innovation
BSBLDR402 Lead effective workplace relationships
BSBLDR403 Lead team effectiveness
BSBSUS401 Implement and monitor environmentally sustainable work practices
BSBWHS406 Assist with responding to incidents
BSBWRT301 Write simple documents
CPPWMT3044A Identify wastes and hazards
HLTAID003 Provide first aid
HLTAID005 Provide first aid in remote situation
PUAWER004B Respond to workplace emergencies

BSB30220 - Certificate III in Entrepreneurship and New Business (Release 1)

Packaging Rules

Total number of units = 10

4 core units plus

6 elective units, of which:

- 4 elective units must be selected from the elective units listed below
- for the remaining 2 elective units:

- up to 2 units may be selected from the elective units listed below
- if not listed, up to 2 units may be selected from a Certificate II, Certificate III or Certificate IV from this or any other currently endorsed Training Package qualification or accredited course.

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
BSBESB301 Investigate business opportunities
BSBESB302 Develop and present business proposals
BSBESB303 Organise finances for new business ventures
BSBESB305 Address compliance requirements for new business ventures
Elective units
BSBCRT411 Apply critical thinking to work practices
BSBESB304 Determine resource requirements for new business ventures
BSBFIN302 Maintain financial records
BSBHRM415 Coordinate recruitment and onboarding
BSBINS309 Maintain business records
BSBLEG421 Apply understanding of the Australian legal system
BSBOPS302 Identify business risk
BSBOPS304 Deliver and monitor a service to customers
BSBOPS305 Process customer complaints
BSBOPS306 Record stakeholder interactions
BSBPEF301 Organise personal work priorities
BSBPEF302 Develop self-awareness
BSBPUR301 Purchase goods and services
BSBSTR301 Contribute to continuous improvement
BSBSTR401 Promote innovation in team environments
BSBSUS412 Develop and implement workplace sustainability plans
BSBTEC405 Review and maintain organisation's digital presence
BSBTWK401 Build and maintain business relationships

BSBWHS311 Assist with maintaining workplace safety

BSBXCM301 Engage in workplace communication

BSBXCS303 Securely manage personally identifiable information and workplace information

BSBXDB301 Respond to the service needs of customers and clients with disability

FNSFLT201 Develop and use a personal budget

SIRXCEG005 Maintain business to business relationships

SIRXOSM003 Use social media and online tools

BSB41415 - Certificate IV in Work Health and Safety (Release 3)

Total number of units = 10
5 core units plus
5 elective units, of which:

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

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

BSBWHS402 Assist with compliance with WHS laws
BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes
BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control
BSBWHS405 Contribute to implementing and maintaining WHS management systems
BSBWHS406 Assist with responding to incidents

Elective Units
Group A

BSBCMM401 Make a presentation
BSBPMG522 Undertake project work
BSBRES411 Analyse and present research information
BSBSUS401 Implement and monitor environmentally sustainable work practices
BSBWHS407 Assist with claims management, rehabilitation and return-to-work programs
BSBWHS408 Assist with effective WHS management of contractors
BSBWHS409 Assist with workplace monitoring processes
BSBWHS410 Contribute to work-related health and safety measures and initiatives
PUAWER002B Ensure workplace emergency prevention procedures, systems and processes are implemented

Group B

BSBINN301 Promote innovation in a team environment
BSBMGT401 Show leadership in the workplace
BSBMGT403 Implement continuous improvement
BSBWRT401 Write complex documents
TAEASS301 Contribute to assessment
TAEDEL301 Provide work skill instruction

BSB40120 - Certificate IV in Business (Release 1)

Packaging Rules
Total number of units = 12
6 core units plus
6 elective units, of which:
- 2 elective units must be selected from Group A
- for the remaining 4 elective units:
- up to 4 units may be selected from Groups A – J
- if not listed, up to 2 units may be selected from a Certificate III, Certificate IV or Diploma from this or any other currently endorsed Training Package qualification or accredited course.

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.

Specialisations
This qualification can provide for specialisations. To achieve a specialisation, the following additional packaging rules must be adhered to:
- For specialisation in **Leadership** , 4 elective units must be selected from Group B
- For specialisation in **Business Administration** , 4 elective units must be selected from Group C
- For specialisation in **Business Operations** , 4 elective units must be selected from Group D
- For specialisation in **Sustainability** , 4 elective units must be selected from Group E
- For specialisation in **Big Data** , 4 elective units must be selected from Group F
- For specialisation in **Cyber Security** , 4 elective units must be selected from Group G
- For specialisation in **Financial Administration** , 4 elective units must be selected from Group H
- For specialisation in **Records and Information Management** , 4 elective units must be selected from Group I
- For specialisation in **Procurement** , 4 elective units must be selected from Group J.

The achievement of a specialisation will be identified on a testamur as follows:
- BSB40120 Certificate IV in Business (Leadership)
- BSB40120 Certificate IV in Business (Administration)
- BSB40120 Certificate IV in Business (Operations)
- BSB40120 Certificate IV in Business (Sustainability)
- BSB40120 Certificate IV in Business (Big Data)
- BSB40120 Certificate IV in Business (Cyber Security)
- BSB40120 Certificate IV in Business (Finance)
- BSB40120 Certificate IV in Business (Records and Information Management)
- BSB40120 Certificate IV in Business (Procurement).

Core units
BSBCRT411 Apply critical thinking to work practices
BSBTEC404 Use digital technologies to collaborate in a work environment
BSBTWK401 Build and maintain business relationships
BSBWHS411 Implement and monitor WHS policies, procedures and programs
BSBWRT411 Write complex documents

BSBXCM401 Apply communication strategies in the workplace

Elective units
Group A – Self-development
BSBPEF401 Manage personal health and wellbeing
BSBPEF402 Develop personal work priorities
BSBPEF403 Lead personal development
BSBPEF502 Develop and use emotional intelligence
Group B – Leadership
BSBATSIM421 Support a positive and culturally appropriate workforce culture
BSBCMM411 Make presentations
BSBCMM412 Lead difficult conversations
BSBCRT412 Articulate, present and debate ideas
BSBCRT413 Collaborate in creative processes
BSBHRM413 Support the learning and development of teams and individuals
BSBLDR411 Demonstrate leadership in the workplace
BSBPEF501 Manage personal and professional development
BSBSTR401 Promote innovation in team environments
BSBXDB501 Support staff members with disability in the workplace
BSBXTW401 Lead and facilitate a team
Group C – Business Administration
BSBAUD412 Work within compliance frameworks
BSBHRM417 Support human resources functions and processes
BSBINS402 Coordinate workplace information systems
BSBOPS306 Record stakeholder interactions
BSBOPS401 Coordinate business resources
BSBOPS405 Organise business meetings
BSBPMG430 Undertake project work
BSBTEC401 Design and produce complex text documents
BSBTEC402 Design and produce complex spreadsheets
BSBTEC403 Apply digital solutions to work processes
Group D – Business Operations
BSBESB401 Research and develop business plans
BSBHRM415 Coordinate recruitment and onboarding
BSBINS401 Analyse and present research information
BSBMKG431 Assess marketing opportunities
BSBMKG433 Undertake marketing activities
BSBMKG434 Promote products and services
BSBOPS402 Coordinate business operational plans
BSBOPS403 Apply business risk management processes
BSBOPS404 Implement customer service strategies
BSBOPS406 Participate in organisational governance
BSBPRC402 Negotiate contracts
BSBSTR402 Implement continuous improvement
BSBSTR503 Develop organisational policy
BSBTEC405 Review and maintain organisation's digital presence
SIRXMKT002 Use social media to engage customers

SIRXOSM005 Develop a basic website for customer engagement
SIRXSLS003 Achieve sales results

Group E – Sustainability
BSBSUS411 Implement and monitor environmentally sustainable work practices
BSBSUS412 Develop and implement workplace sustainability plans
BSBSUS413 Evaluate and report on workplace sustainability
BSBSUS511 Develop workplace policies and procedures for sustainability
CPPCMN4009 Develop team understanding of and commitment to sustainability
MSS015025 Develop a business case for sustainability improvements

Group F – Big Data
BSBXBD401 Capture and store big data
BSBXBD402 Test big data samples
BSBXBD403 Analyse big data
BSBXBD404 Use big data for operational decision making
BSBXBD405 Develop procedures for managing big data
BSBXBD406 Present big data insights
BSBXBD407 Protect big data integrity
BSBXBD408 Implement and review procedures for managing big data

Group G – Cyber Security
BSBXCS401 Maintain security of digital devices
BSBXCS402 Promote workplace cyber security awareness and best practices
BSBXCS403 Contribute to cyber security threat assessments
BSBXCS404 Contribute to cyber security risk management
BSBXCS405 Contribute to cyber security incident responses

Group H – Financial Administration
BSBFIN301 Process financial transactions
BSBFIN302 Maintain financial records
BSBFIN401 Report on financial activity
BSBHRM416 Process payroll
BSBPRC406 Conduct e-procurement
FNSACC312 Administer subsidiary accounts and ledgers
FNSACC411 Process business tax requirements
FNSACC412 Prepare operational budgets
FNSTPB402 Establish and maintain payroll systems

Group I – Records and Information Management
BSBINS402 Coordinate workplace information systems
BSBINS408 Provide information from and about records
BSBINS409 Maintain and monitor digital information and records
BSBINS410 Implement records systems for small business
BSBINS502 Coordinate data management
BSBINS504 Maintain digital repositories

Group J – Procurement
BSBPMG427 Apply project procurement procedures
BSBPRC401 Plan procurement
BSBPRC402 Negotiate contracts
BSBPRC403 Conduct international procurement
BSBPRC406 Conduct e-procurement

PSPPCM006 Select providers and develop contracts
PSPPCM007 Manage contracts
PSPPCM011 Plan to manage a contract
PSPPCM018 Conduct demand and procurement spend analysis

BSB40820 - Certificate IV in Marketing and Communication (Release 1)

Packaging Rules

Total number of units = 12

6 core units plus

6 elective units, of which:

- 2 elective units must be selected from Group A
- 2 elective units must be selected from Group B
- for the remaining 2 elective units:

- up to 2 units may be selected from Groups A and B
- if not listed, up to 2 units may be selected from a Certificate III, Certificate IV or Diploma from this or any other currently endorsed Training Package qualification or accredited course.

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
BSBCMM411 Make presentations
BSBCRT412 Articulate, present and debate ideas
BSBMKG433 Undertake marketing activities
BSBMKG435 Analyse consumer behaviour
BSBMKG439 Develop and apply knowledge of communications industry
BSBWRT411 Write complex documents

Elective units
Group A – Marketing
BSBMKG431 Assess marketing opportunities
BSBMKG432 Research international markets
BSBMKG434 Promote products and services
BSBMKG436 Design and test direct marketing activities
BSBMKG437 Create and optimise digital media
BSBMKG438 Implement and monitor advertising production
BSBMKG440 Apply marketing communication across a convergent industry
BSBMKG441 Develop public relations documents
BSBMKG442 Conduct e-marketing communications
SIRXECM002 Prepare digital content
SIRXMKT006 Develop a social media strategy

Group B – Transferable Skills
BSBCRT411 Apply critical thinking to work practices
BSBCRT413 Collaborate in creative processes
BSBESB404 Market new business ventures
BSBFIN401 Report on financial activity
BSBOPS306 Record stakeholder interactions

BSBOPS403 Apply business risk management processes

BSBOPS404 Implement customer service strategies

BSBPEF402 Develop personal work priorities

BSBTEC303 Create electronic presentations

BSBTWK401 Build and maintain business relationships

BSBTWK503 Manage meetings

BSBXBD403 Analyse big data

BSBXCM401 Apply communication strategies in the workplace

SIRXOSM005 Develop a basic website for customer engagement

BSB40920 - Certificate IV in Project Management Practice (Release 1)

Packaging Rules
Total number of units = 9
3 core units plus
6 elective units, of which:

- 3 elective units must be selected from Group A
- for the remaining 3 elective units:
- up to 3 units may be selected from Groups A and B
- if not listed, up to 3 units may be selected from a Certificate IV or higher from this or any other currently endorsed Training Package qualification or accredited course.

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. Chosen elective units must not include BSBPMG430 Undertake project work.

Core units
BSBPMG420 Apply project scope management techniques
BSBPMG421 Apply project time management techniques
BSBPMG422 Apply project quality management techniques

Elective units
Group A – Project Management
BSBPMG423 Apply project cost management techniques
BSBPMG424 Apply project human resources management approaches
BSBPMG425 Apply project information management and communications techniques
BSBPMG426 Apply project risk management techniques
BSBPMG427 Apply project procurement procedures
BSBPMG428 Apply project life cycle management processes
BSBPMG429 Apply project stakeholder engagement techniques

Group B – Transferable Skills
BSBCRT411 Apply critical thinking to work practices
BSBLDR413 Lead effective workplace relationships
BSBLEG522 Apply legal principles in contract law matters
BSBOPS401 Coordinate business resources
BSBPEF401 Manage personal health and wellbeing
BSBPEF402 Develop personal work priorities
BSBSUS411 Implement and monitor environmentally sustainable work practices
BSBTEC403 Apply digital solutions to work processes
BSBTEC404 Use digital technologies to collaborate in a work environment
BSBWHS411 Implement and monitor WHS policies, procedures and programs
BSBXCS401 Maintain security of digital devices
CPPDSM4047 Implement and monitor procurement process
MSMENV472 Implement and monitor environmentally sustainable work practices
PSPETH002 Uphold and support the values and principles of public service
PSPGEN043 Apply government processes
PSPPCY004 Support policy implementation
TLIE4006 Collect, analyse and present workplace data and information

BSB40320 - Certificate IV in Entrepreneurship and New Business (Release 1)

Packaging Rules

Total number of units = 10

4 core units plus

6 elective units, of which:

- 2 elective units must be selected from Group A
- for the remaining 4 elective units:

- up to 3 units may be selected from Group A
- up to 4 units may be selected from Group B
- if not listed, up to 2 units may be selected from a Certificate III, Certificate IV or Diploma from this or any other currently endorsed Training Package qualification or accredited course.

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
BSBESB401 Research and develop business plans
BSBESB402 Establish legal and risk management requirements of new business ventures
BSBESB403 Plan finances for new business ventures
BSBESB404 Market new business ventures
Elective units
Group A – Entrepreneurship and New Business
BSBESB301 Investigate business opportunities
BSBESB302 Develop and present business proposals
BSBESB405 Manage compliance for small businesses
BSBESB406 Establish operational strategies and procedures for new business ventures
BSBESB407 Manage finances for new business ventures
Group B – Transferable Skills
BSBCRT411 Apply critical thinking to work practices
BSBCRT413 Collaborate in creative processes
BSBCRT512 Originate and develop concepts
BSBFIN401 Report on financial activity
BSBHRM415 Coordinate recruitment and onboarding
BSBHRM523 Coordinate the learning and development of teams and individuals
BSBINS401 Analyse and present research information
BSBINS410 Implement records systems for small business
BSBLDR412 Communicate effectively as a workplace leader
BSBLDR413 Lead effective workplace relationships
BSBLDR521 Lead the development of diverse workforces
BSBLEG421 Apply understanding of the Australian legal system

BSBMKG431 Assess marketing opportunities
BSBMKG434 Promote products and services
BSBOPS401 Coordinate business resources
BSBOPS404 Implement customer service strategies
BSBPEF401 Manage personal health and wellbeing
BSBPEF403 Lead personal development
BSBPMG430 Undertake project work
BSBPRC402 Negotiate contracts
BSBSTR401 Promote innovation in team environments
BSBSTR501 Establish innovative work environments
BSBSUS411 Implement and monitor environmentally sustainable work practices
BSBTEC403 Apply digital solutions to work processes
BSBTEC404 Use digital technologies to collaborate in a work environment
BSBTEC405 Review and maintain organisation's digital presence
BSBTWK401 Build and maintain business relationships
BSBWHS411 Implement and monitor WHS policies, procedures and programs
BSBXBD403 Analyse big data
BSBXCM401 Apply communication strategies in the workplace
BSBXCS402 Promote workplace cyber security awareness and best practices
BSBXTW401 Lead and facilitate a team
FNSACC416 Set up and operate a computerised accounting system
PSPGEN028 Provide a quotation
SIRXECM003 Design an ecommerce site
SIRXMKT006 Develop a social media strategy
SIRXOSM005 Develop a basic website for customer engagement

BSB41618 - Certificate IV in Business (Procurement) (Release 2)

Total number of units = 12
5 core unit plus
7 elective units, of which:
- 6 elective units must be selected from the elective units listed below
- 1 elective unit 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 any Certificate IV 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
BSBPRC401 Plan procurement
BSBPRC402 Negotiate contracts
PSPPCM018 Conduct demand and procurement spend analysis
BSBCRT404 Apply advanced critical thinking to work processes
BSBPMG416 Apply project procurement procedures

Elective Units
BSBFIA412 Report on financial activity
BSBPRC406 Conduct e-procurement
BSBITU401 Design and develop complex text documents
BSBLDR402 Lead effective workplace relationships
BSBLDR403 Lead team effectiveness
BSBPRC403 Conduct international procurement
BSBRES411 Analyse and present research information
BSBMKG408 Conduct market research
BSBREL402 Build client relationships and business networks
BSBRSK401 Identify risk and apply risk management processes
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWRT401 Write complex documents
BSBXBD401 Capture and store big data
BSBXBD402 Test big data samples
BSBXBD403 Analyse big data
BSBXBD404 Use big data for operational decision making
BSBXBD405 Develop procedures for managing big data
BSBXBD406 Present big data insights
BSBXBD407 Protect big data integrity
BSBXBD408 Implement and review procedures for managing big data
PSPPCM006 Select providers and develop contracts
PSPGEN039 Develop internal and external networks
PSPPCM011 Plan to manage a contract
PSPPCM007 Manage contracts

BSB40420 - Certificate IV in Human Resource Management (Release 1)

Packaging Rules

Total number of units = 12

6 core units plus

6 elective units, of which:

- 2 elective units must be selected from Group A
- 2 elective units must be selected from Group B
- for the remaining 2 elective units:

- up to 2 units may be selected from Groups A and B
- if not listed, up to 2 units may be selected from a Certificate III, Certificate IV or Diploma from this or any other currently endorsed Training Package qualification or accredited course.

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

BSBHRM411 Administer performance development processes
BSBHRM412 Support employee and industrial relations
BSBHRM413 Support the learning and development of teams and individuals
BSBHRM415 Coordinate recruitment and onboarding
BSBHRM417 Support human resource functions and processes
BSBWHS411 Implement and monitor WHS policies, procedures and programs

Elective units
Group A – Human Resources
BSBCMM412 Lead difficult conversations
BSBHRM414 Use human resources information systems
BSBHRM416 Process payroll
BSBHRM528 Coordinate remuneration and employee benefits
BSBHRM529 Coordinate separation and termination processes
BSBHRM530 Coordinate rehabilitation or return to work programs
BSBHRM531 Coordinate health and wellness programs

Group B – Transferable Skills
BSBCMM411 Make presentations
BSBCRT412 Articulate, present and debate ideas
BSBOPS403 Apply business risk management processes
BSBOPS405 Organise business meetings
BSBPEF403 Lead personal development

BSBPMG430 Undertake project work

BSBTEC404 Use digital technologies to collaborate in a work environment

BSBTWK401 Build and maintain business relationships

BSBWRT411 Write complex documents

BSBXBD403 Analyse big data

BSBXCM401 Apply communication strategies in the workplace

BSB52015 - Diploma of Conveyancing (Release 4)

Packaging Rules
Total number of units = 13
9 core units plus
4 elective units, of which:
- 2 electives must be selected from the listed electives
- 2 elective units may be additional units from the listed electives, or any currently endorsed Training Package, or accredited course at Certificate IV, Diploma or Advanced Diploma level.

Core Units
FNSACC413 Make decisions in a legal context
BSBCNV501 Take instructions in relation to a transaction
BSBCNV502 Read and interpret a legal document and provide advice
BSBCNV503 Analyse and interpret legal requirements for a transaction
BSBCNV504 Prepare legal documents
BSBCNV505 Finalise the conveyancing transaction
BSBCNV506 Establish and manage a trust account
BSBLEG415 Apply the principles of contract law
FNSINC401 Apply principles of professional practice to work in the financial services industry

Elective Units
BSBCNV601 Identify and conduct searches
BSBCUS501 Manage quality customer service
BSBFIM501 Manage budgets and financial plans
BSBHRM506 Manage recruitment selection and induction processes
BSBINM601 Manage knowledge and information
BSBITS411 Maintain and implement digital technology
BSBLDR402 Lead effective workplace relationships
BSBLEG416 Apply the principles of the law of torts
BSBLEG417 Apply the principles of evidence law
BSBLEG512 Apply legal principles in property law matters
BSBMGT502 Manage people performance
BSBMGT517 Manage operational plan
BSBMGT516 Facilitate continuous improvement
BSBMGT605 Provide leadership across the organisation
BSBPMG522 Undertake project work
BSBRSK501 Manage risk
BSBSUS501 Develop workplace policy and procedures for sustainability
BSBWHS308 Participate in WHS hazard identification, risk assessment and risk control processes
BSBWOR501 Manage personal work priorities and professional development
BSBWOR502 Lead and manage team effectiveness
TAEDEL402 Plan, organise and facilitate learning in the workplace

BSB51319 - Diploma of Work Health and Safety (Release 3)

Packaging Rules
Total number of units = 10
5 core units plus
5 elective units, of which:
- at least 3 units must be from Group A below
- the remaining 2 units may be selected from Group A and/or Group B or from a Certificate IV, Diploma or Advanced Diploma, from any currently endorsed Training Package qualification or accredited course.

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

Core units
BSBWHS513 Lead WHS risk management
BSBWHS515 Lead initial response to and investigate WHS incidents
BSBWHS516 Contribute to developing, implementing and maintaining an organisation's WHS management system
BSBWHS519 Lead the development and use of WHS risk management tools
BSBWHS522 Manage WHS consultation and participation processes

Elective units
Group A
BSBWHS512 Contribute to managing work-related psychological health and safety
BSBWHS514 Manage WHS compliance of contractors
BSBWHS517 Contribute to managing a WHS information system
BSBWHS518 Manage WHS hazards associated with maintenance and use of plant
BSBWHS520 Manage implementation of emergency procedures
BSBWHS531 Implement and evaluate system of work for managing hazardous chemicals
Group B
BSBCMM511 Communicate with influence
BSBDAT501 Analyse data
BSBHRM530 Coordinate rehabilitation and return to work programs
BSBLDR522 Manage people performance
BSBLDR601 Lead and manage organisational change
BSBPEF502 Develop and use emotional intelligence
BSBSTR502 Facilitate continuous improvement
BSBSUS511 Develop workplace policies and procedures for sustainability
BSBTWK502 Manage team effectiveness
BSBWHS521 Ensure a safe workplace for a work area
TAEDEL401 Plan, organise and deliver group-based learning

BSB50620 - Diploma of Marketing and Communication (Release 1)

Packaging Rules
Total number of units = 12
5 core units plus
7 elective units, of which:
- 3 elective units must be selected from Group A
- 2 elective units must be selected from Group B
- for the remaining 2 elective units:
- up to 2 units may be selected from Groups A and B
- if not listed, up to 2 units may be selected from a Certificate IV, Diploma or Advanced Diploma from this or any other currently endorsed Training Package qualification or accredited course.

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
BSBMKG541 Identify and evaluate marketing opportunities
BSBMKG542 Establish and monitor the marketing mix
BSBMKG552 Design and develop marketing communication plans
BSBMKG555 Write persuasive copy
BSBPMG430 Undertake project work

Elective units
Group A – Marketing
BSBMKG543 Plan and interpret market research
BSBMKG544 Plan and monitor direct marketing activities
BSBMKG545 Conduct marketing audits
BSBMKG546 Develop social media engagement plans
BSBMKG547 Develop strategies to monetise digital engagement
BSBMKG548 Forecast international market and business needs
BSBMKG549 Profile and analyse consumer behaviour for international markets
BSBMKG550 Promote products and services to international markets
BSBMKG551 Create multiplatform advertisements for mass media
BSBMKG553 Develop public relations campaigns
BSBMKG554 Plan and develop public relations publications
SIRXMKT006 Develop a social media strategy
SIRXMKT007 Develop a digital marketing plan
SIRXOSM007 Manage risk to organisational reputation in an online setting

Group B – Transferable Skills
BSBCMM511 Communicate with influence
BSBCRT512 Originate and develop concepts
BSBDAT501 Analyse data
BSBFIN501 Manage budgets and financial plans
BSBOPS504 Manage business risk
BSBOPS505 Manage organisational customer service

BSBPEF501 Manage personal and professional development
BSBSTR501 Establish innovative work environments
BSBTEC404 Use digital technologies to collaborate in a work environment

BSB50120 - Diploma of Business (Release 1)

Packaging Rules

Total number of units = 12

5 core units plus

7 elective units, of which:

- 2 elective units must be selected from Group A
- for the remaining 5 elective units:

- up to 5 units may be selected from Groups A – I
- if not listed, up to 2 units may be selected from a Certificate IV, Diploma or Advanced Diploma from this or any other currently endorsed Training Package qualification or accredited course.

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.

Specialisations

This qualification can provide for specialisations. To achieve a specialisation, the following additional packaging rules must be adhered to:

- For specialisation in **Business Operations** , 4 elective units must be selected from Group A
- For specialisation in **Leadership** , 4 elective units must be selected from Group B
- For specialisation in **Organisational Development** , 4 elective units must be selected from Group C
- For specialisation in **Compliance** , 4 elective units must be selected from Group D
- For specialisation in **Business Development** , 4 elective units must be selected from Group E
- For specialisation in **Digital and Data** , 4 elective units must be selected from Group F
- For specialisation in **Records and Information Management** , 4 elective units must be selected from Group G
- For specialisation in **Procurement** , 4 elective units must be selected from Group H
- For specialisation in **Evaluations** , 4 elective units must be selected from Group I.

The achievement of a specialisation will be identified on a testamur as follows:

- BSB50120 Diploma of Business (Operations)
- BSB50120 Diploma of Business (Leadership)
- BSB50120 Diploma of Business (Organisational Development)
- BSB50120 Diploma of Business (Compliance)
- BSB50120 Diploma of Business (Business Development)
- BSB50120 Diploma of Business (Digital Transformation)

- BSB50120 Diploma of Business (Records and Information Management)
- BSB50120 Diploma of Business (Procurement)
- BSB50120 Diploma of Business (Evaluations).

Core units

BSBCRT511 Develop critical thinking in others
BSBFIN501 Manage budgets and financial plans
BSBOPS501 Manage business resources
BSBSUS511 Develop workplace policies and procedures for sustainability
BSBXCM501 Lead communication in the workplace

Elective units
Group A – Business Operations

BSBFIN502 Manage financial compliance
BSBFIN601 Manage organisational finances
BSBHRM525 Manage recruitment and onboarding
BSBHRM526 Manage payroll
BSBHRM529 Coordinate separation and termination processes
BSBINS512 Monitor business records systems
BSBOPS502 Manage business operational plans
BSBOPS503 Develop administrative systems
BSBOPS504 Manage business risk
BSBOPS601 Develop and implement business plans
BSBPMG430 Undertake project work
BSBPMG530 Manage project scope
BSBPRC505 Manage ethical procurement strategy
BSBSTR503 Develop organisational policy
BSBSTR603 Develop business continuity plans
BSBSUS601 Lead corporate social responsibility
BSBTWK503 Manage meetings

Group B – Leadership

BSBHRM412 Support employee and industrial relations
BSBHRM521 Facilitate performance development processes
BSBLDR521 Lead the development of diverse workforces
BSBLDR522 Manage people performance
BSBLDR523 Lead and manage effective workplace relationships
BSBPEF501 Manage personal and professional development
BSBTWK501 Lead diversity and inclusion
BSBTWK502 Manage team effectiveness
BSBXDB501 Support staff members with disability in the workplace
BSBXDB502 Adapt organisations to enhance accessibility for people with disability

Group C – Organisational Development

BSBCRT412 Articulate, present and debate ideas
BSBCRT512 Originate and develop concepts
BSBCRT611 Apply critical thinking for complex problem solving

BSBHRM531 Coordinate health and wellness programs
BSBLDR601 Lead and manage organisational change
BSBPEF401 Manage personal health and wellbeing
BSBPEF502 Develop and use emotional intelligence
BSBSTR501 Establish innovative work environments
BSBSTR502 Facilitate continuous improvement
BSBSTR601 Manage innovation and continuous improvement
BSBSUS412 Develop and implement workplace sustainability plans
BSBSUS413 Evaluate and report on workplace sustainability
BSBTWK601 Develop and maintain strategic business networks

Group D – Compliance
BSBAUD411 Participate in quality audits
BSBAUD513 Report on quality audits
BSBAUD514 Interpret compliance requirements
BSBAUD515 Evaluate and review compliance
BSBLEG522 Apply legal principles in contract law matters
BSBOPS602 Monitor corporate governance activities
BSBWHS521 Ensure a safe workplace for a work area

Group E – Business Development
BSBMKG541 Identify and evaluate marketing opportunities
BSBMKG546 Develop social media engagement plans
BSBMKG548 Forecast international market and business needs
BSBMKG549 Profile and analyse consumer behaviour for international markets
BSBMKG550 Promote products and services to international markets
BSBOPS404 Implement customer service strategies
BSBOPS505 Manage organisational customer service
BSBPRC502 Manage supplier relationships
BSBTWK401 Build and maintain business relationships
SIRXMGT005 Lead the development of business opportunities
SIRXMKT006 Develop a social media strategy
SIRXSLS004 Drive sales results

Group F – Digital and Data
BSBDAT501 Analyse data
BSBINS502 Coordinate data management
BSBTEC403 Apply digital solutions to work processes
BSBTEC404 Use digital technologies to collaborate in a work environment
BSBTEC501 Develop and implement an e-commerce strategy
BSBTEC601 Review organisational digital strategy
BSBXBD501 Develop big data strategy
BSBXCS402 Promote workplace cyber security awareness and best practices
SIRXECM003 Design an ecommerce site

Group G – Records and Information Management
BSBINS501 Implement information and knowledge management systems

BSBINS504 Maintain digital repositories
BSBINS512 Monitor business records systems
BSBINS513 Contribute to records management framework
BSBINS514 Contribute to records retention and disposal schedule
BSBINS515 Participate in archiving activities
BSBINS601 Manage knowledge and information
CUAPRE401 Implement preventative conservation activities

Group H – Procurement
BSBPMG537 Manage project procurement
BSBPRC501 Manage procurement strategies
BSBPRC502 Manage supplier relationships
BSBPRC503 Manage international procurement
BSBPRC504 Manage a supply chain
BSBPRC505 Manage ethical procurement strategy
PSPPCM008 Manage contract performance
PSPPCM009 Finalise contracts
PSPPCM010 Manage procurement risk
PSPPCM012 Plan for procurement outcomes
PSPPCM013 Make procurement decisions
PSPPCM015 Conduct and manage coordinated procurement
PSPPCM016 Plan and implement strategic sourcing
PSPPCM017 Plan and implement procurement category management
PSPPCM018 Conduct demand and procurement spend analysis

Group I – Evaluations
DEFEVL001 Develop an evaluation program
DEFEVL002 Evaluate and report collected information
DEFEVL003 Maintain and enhance professional practice
DEFEVL004 Evaluate a training and assessment system
DEFEVL005 Evaluate a community based program
DEFEVL006 Evaluate business performance

BSB50320 - Diploma of Human Resource Management (Release 1)

Packaging Rules
Total number of units = 12
7 core units plus
5 elective units, of which:
- 2 elective units must be selected from Group A
- 2 elective units must be selected from Group B
- for the remaining 1 elective unit:
- up to 1 unit may be selected from Groups A and B
- if not listed, 1 unit may be selected from a Certificate IV, Diploma or Advanced Diploma from this or any other currently endorsed Training Package qualification or accredited course.

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
BSBHRM521 Facilitate performance development processes
BSBHRM522 Manage employee and industrial relations
BSBHRM523 Coordinate the learning and development of teams and individuals
BSBHRM524 Coordinate workforce plan implementation
BSBHRM527 Coordinate human resource functions and processes
BSBOPS504 Manage business risk
BSBWHS411 Implement and monitor WHS policies, procedures and programs

Elective units
Group A – Human Resources
BSBHRM414 Use human resources information systems
BSBHRM525 Manage recruitment and onboarding
BSBHRM526 Manage payroll
BSBHRM528 Coordinate remuneration and employee benefits
BSBHRM529 Coordinate separation and termination processes
BSBHRM530 Coordinate rehabilitation and return to work programs
BSBHRM531 Coordinate health and wellness programs
BSBWHS521 Ensure a safe workplace for a work area
BSBXDB401 Develop and implement recruitment processes that are inclusive of people with disability

Group B – Transferable Skills
BSBCMM511 Communicate with influence
BSBCRT511 Develop critical thinking in others
BSBDAT501 Analyse data
BSBFIN501 Manage budgets and financial plans
BSBLDR523 Lead and manage effective workplace relationships
BSBPEF501 Manage personal and professional development
BSBPMG430 Undertake project work
BSBSTR503 Develop organisational policy

BSB50920 - Diploma of Quality Auditing (Release 2))

Packaging Rules
Total number of units = 12
4 core units plus
8 elective units, of which:
- 2 elective units must be selected from Group A
- 2 elective units must be selected from Group B
- for the remaining 4 elective units:
- up to 4 units may be selected from Groups A and B
- if not listed, up to 2 units may be selected from a Certificate IV from this or any other currently endorsed Training Package qualification or accredited course
- if not listed, up to 4 units may be selected from a Diploma or Advanced Diploma from this or any other currently endorsed Training Package qualification or accredited course.

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
BSBAUD411 Participate in quality audits
BSBAUD511 Initiate quality audits
BSBAUD512 Lead quality audits
BSBAUD513 Report on quality audits

Elective units
Group A – Audit and Compliance
BSBAUD412 Work within compliance frameworks
BSBAUD514 Interpret compliance requirements
BSBAUD515 Evaluate and review compliance
BSBAUD516 Develop and monitor processes for the management of breaches in compliance requirements
BSBAUD601 Establish and manage compliance management systems
Group B – Transferable Skills
BSBCMM511 Communicate with influence
BSBCRT511 Develop critical thinking in others
BSBDAT501 Analyse data
BSBINS501 Implement information and knowledge management systems
BSBINS502 Coordinate data management
BSBLDR522 Manage people performance
BSBOPS504 Manage business risk
BSBPEF501 Manage personal and professional development
BSBPMG532 Manage project quality
BSBSTR502 Facilitate continuous improvement
BSBSUS511 Develop workplace policies and procedures for sustainability
BSBTWK502 Manage team effectiveness

BSB50220 - Diploma of Aboriginal and Torres Strait Islander Governance
(Release 1))

Packaging Rules
Total number of units = 12
7 core units plus
5 elective units, of which:
- 3 elective units must be selected from Group A
- for the remaining 2 elective units:
- up to 2 units may be selected from Groups A and B
- if not listed, up to 2 units may be selected from a Certificate IV, Diploma or Advanced Diploma from this or any other currently endorsed Training Package qualification or accredited course
- If selecting the unit PSPGEN049 Undertake negotiations, Registered Training Organisations should contextualise it to include situations relevant to negotiations undertaken by board members of Aboriginal and Torres Strait Islander organisations.

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
BSBATSIC412 Maintain and protect cultural values in the organisation
BSBATSIL411 Undertake the roles and responsibilities of a board member
BSBATSIL503 Manage conflict
BSBATSIL510 Appoint and work with a manager
BSBATSIL511 Lead the organisation's strategic planning cycle
BSBATSIM505 Control organisational finances
BSBATSIM506 Develop employment policies

Elective units
Group A – Aboriginal and Torres Strait Islander Governance
BSBATSIC511 Plan and conduct a community meeting
BSBATSIL512 Be a leader in the community
BSBATSIM511 Develop enterprise opportunities
BSBATSIM514 Recruit and induct staff
BSBATSIW514 Represent your organisation
BSBATSIW515 Secure funding

Group B – Transferable Skills
BSBAUD514 Interpret compliance requirements
BSBDAT501 Analyse data
BSBFIN502 Manage financial compliance
BSBHRM522 Manage employee and industrial relations
BSBHRM524 Coordinate workforce plan implementation
BSBLDR521 Lead the development of diverse workforces
BSBLEG529 Apply legal principles in corporation law matters
BSBOPS501 Manage business resources
BSBOPS504 Manage business risk

BSBPEF501 Manage personal and professional development

BSBPRC502 Manage supplier relationships

BSBSTR502 Facilitate continuous improvement

BSBSTR503 Develop organisational policy

BSBSUS511 Develop workplace policies and procedures for sustainability

BSBTWK501 Lead diversity and inclusion

BSBXCM501 Lead communication in the workplace

BSBXDB501 Support staff members with disability in the workplace

BSBXDB502 Adapt organisations to enhance accessibility for people with disability

PSPGEN049 Undertake negotiations

BSB60120 - Advanced Diploma of Business (Release 1)

Packaging Rules
Total number of units = 10
5 core units plus
5 elective units, of which:
- 3 elective units must be selected from elective Group A
- for the remaining 2 units:
- up to 2 elective units may be selected from elective Groups A and B
- if not listed, up to 2 elective units may be selected from a Diploma or Advanced Diploma, from any currently endorsed Training Package qualification or accredited course.

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
BSBCRT611 Apply critical thinking for complex problem solving
BSBFIN601 Manage organisational finances
BSBOPS601 Develop and implement business plans
BSBSUS601 Lead corporate social responsibility
BSBTEC601 Review organisational digital strategy

Elective units
Group A
BSBHRM614 Contribute to strategic workforce planning
BSBINS601 Manage knowledge and information
BSBLDR601 Lead and manage organisational change
BSBSTR601 Manage innovation and continuous improvement
BSBSTR602 Develop organisational strategies
BSBSTR603 Develop business continuity plans
BSBTWK601 Develop and maintain strategic business networks
BSBWHS521 Ensure a safe workplace for a work area
BSBXDB501 Support staff members with disability in the workplace

Group B
BSBAUD515 Evaluate and review compliance
BSBAUD516 Develop and monitor processes for the management of breaches in compliance requirements
BSBAUD601 Establish and manage compliance management systems
BSBCMM511 Communicate with influence
BSBCRT511 Develop critical thinking in others
BSBFIN501 Manage budgets and financial plans
BSBFIN801 Lead financial strategy development
BSBHRM522 Manage employee and industrial relations
BSBHRM613 Contribute to the development of learning and development strategies
BSBINS513 Contribute to records management framework
BSBLDR602 Provide leadership across the organisation
BSBOPS504 Manage business risk

BSBOPS505 Manage organisational customer service

BSBOPS602 Monitor corporate governance activities

BSBPEF501 Manage personal and professional development

BSBPMG530 Manage project scope

BSBPMG631 Manage program delivery

BSBPMG634 Facilitate stakeholder engagement

BSBPRC505 Manage ethical procurement strategy

BSBSTR801 Lead innovative thinking and practice

BSBSTR802 Lead strategic planning processes for an organisation

BSBSUS511 Develop workplace policies and procedures for sustainability

BSBTEC501 Develop and implement an e-commerce strategy

BSBXCM501 Lead communication in the workplace

BSBXDB502 Adapt organisations to enhance accessibility for people with disability

BSB60220 - Advanced Diploma of Conveyancing (Release 1)

Packaging Rules
Total number of units = 15
9 core units plus
6 elective units, of which:
- 3 elective units must be selected from Group A
- 1 elective unit must be selected from Group B
- for the remaining 2 elective units:
- up to 2 units may be selected from Groups A and B
- if not listed, up to 2 units may be selected from a Diploma or Advanced Diploma from this or any other currently endorsed Training Package qualification or accredited course.

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
BSBCNV511 Take instructions in relation to a conveyancing transaction
BSBCNV512 Finalise the conveyancing transaction
BSBCNV611 Interpret a legal document and provide advice in a conveyancing transaction
BSBCNV612 Identify and apply legal requirements for a conveyancing transaction
BSBCNV613 Prepare legal documents for a conveyancing transaction
BSBCNV614 Apply principles of trust accounting
BSBCNV615 Interpret search results for a conveyancing transaction
BSBCNV616 Comply with tax obligations in a conveyancing transaction
BSBLEG522 Apply legal principles in contract law matters

Elective units
Group A – Conveyancing
BSBLEG421 Apply understanding of the Australian legal system
BSBLEG523 Apply legal principles in tort law matters
BSBLEG528 Apply legal principles in property law matters
BSBLEG529 Apply legal principles in corporation law matters
FNSACC413 Make decisions in a legal context
FNSINC401 Apply principles of professional practice to work in the financial services industry

Group B – Transferable Skills
BSBAUD601 Establish and manage compliance management systems
BSBESB402 Establish legal and risk management requirements of new business ventures
BSBFIN501 Manage budgets and financial plans
BSBOPS504 Manage business risk
BSBPEF501 Manage personal and professional development
FNSORG601 Negotiate to achieve goals and manage disputes
FNSORG602 Develop and manage financial systems
FNSPRM601 Establish, supervise and monitor practice systems to conform with legislation and regulation

BSB60915 - Advanced Diploma of Management (Human Resources) (Release 2))

Packaging Rules
Total number of units = 8
6 core units plus
2 elective units, of which:
- 2 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 elective unit may be selected from a 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
BSBDIV601 Develop and implement diversity policy
BSBHRM602 Manage human resources strategic planning
BSBINN601 Lead and manage organisational change
BSBMGT605 Provide leadership across the organisation
BSBMGT615 Contribute to organisation development
BSBMGT616 Develop and implement strategic plans

Elective Units
BSBCOM603 Plan and establish compliance management systems
BSBFIM601 Manage finances
BSBINM601 Manage knowledge and information
BSBMGT608 Manage innovation and continuous improvement
BSBMGT617 Develop and implement a business plan
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
PSPGEN067 Establish and maintain strategic networks
PSPPCM023 Manage strategic contracts

BSB80220 - Graduate Diploma of Portfolio Management (Release 1)

Packaging Rules
Total number of units = 8
4 core units plus
4 elective units, of which:
- 2 elective units must be selected from the elective units listed below
- for the remaining 2 elective units:
- up to 2 units may be selected from the elective units listed below
- if not listed, up to 2 units may be selected from a Graduate Diploma from this or any other currently endorsed Training Package qualification or accredited course.

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
BSBPMG810 Prioritise projects and programs
BSBPMG811 Select and balance the portfolio
BSBPMG812 Manage and review portfolio performance
BSBPMG813 Govern the portfolio

Elective units
BSBFIN801 Lead financial strategy development
BSBLDR811 Lead strategic transformation
BSBLDR812 Develop and cultivate collaborative partnerships and relationships
BSBLDR813 Lead and influence ethical practice
BSBPMG814 Lead the portfolio
BSBPMG815 Manage portfolio communications and change
BSBPMG816 Manage portfolio resources
BSBPMG817 Manage portfolio risk
BSBSTR801 Lead innovative thinking and practice

BSB80320 - Graduate Diploma of Strategic Leadership (Release 1)

Packaging Rules
Total number of units = 8
2 core units plus
6 elective units, of which:
- 4 elective units must be selected from the elective units listed below
- for the remaining 2 elective units:
- up to 2 units may be selected from the elective units listed below
- if not listed, up to 2 units may be selected from a Graduate Diploma from this or any other currently endorsed Training Package qualification or accredited course.

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
BSBLDR811 Lead strategic transformation
BSBSTR802 Lead strategic planning processes for an organisation

Elective units
BSBFIN801 Lead financial strategy development
BSBHRM615 Contribute to the development of diversity and inclusion strategies
BSBINS603 Initiate and lead applied research
BSBLDR812 Develop and cultivate collaborative partnerships and relationships
BSBLDR813 Lead and influence ethical practice
BSBPMG810 Prioritise projects and programs
BSBPMG814 Lead the portfolio
BSBSTR801 Lead innovative thinking and practice
BSBSTR803 Establish business continuity management strategies
BSBTEC601 Review organisational digital strategy

SIR20216 - Certificate II in Retail Services (Release 1)

Packaging Rules

12 units must be completed:

- 7 core units
- 5 elective units, consisting of:

- 3 units from the list below
- 2 units from the list below, elsewhere in SIR Retail Services Training Package, or any other current Training Package or accredited course.

The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification.

Core units	
SIRXCEG001	Engage the customer
SIRXCOM001	Communicate in the workplace to support team and customer outcomes
SIRXIND001	Work effectively in a service environment
SIRXIND003	Organise personal work requirements
SIRXPDK001	Advise on products and services
SIRXRSK001	Identify and respond to security risks
SIRXWHS002	Contribute to workplace health and safety
Elective units	
Food Safety	
SIRRFSA001	Handle food safely in a retail environment
Inventory	
SIRRINV001	Receive and handle retail stock
Merchandising	
SIRRMER001	Produce visual merchandise displays
SIRRMER002	Merchandise food products
Product Knowledge	
SIRXPDK002	Advise on food products and services
Sales	
SIRXSLS002	Follow point-of-sale procedures
Technology	
BSBWOR204	Use business technology
Working in Industry	
FSKLRG09	Use strategies to respond to routine workplace problems
SIRXIND002	Organise and maintain the store environment
SIRXIND004	Plan a career in the retail industry

SIR30316 - Certificate III in Business to Business Sales (Release 1)

Packaging Rules

10 units must be completed:

- 5 core units
- 5 elective units, consisting of:

- 3 units from the list below
- 2 units from the list below, elsewhere in SIR Retail Services Training Package, or any other current Training Package or accredited course.

The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification.

Core units	
SIRWSLS004	Optimise customer and territory coverage
SIRXCEG003	Build customer relationships and loyalty
SIRXCEG005	Maintain business to business relationships
SIRXIND001	Work effectively in a service environment
SIRXWHS002	Contribute to workplace health and safety
Elective units	
Customer Engagement	
SIRXCEG001	Engage the customer
SIRXCEG002	Assist with customer difficulties
Communication and Teamwork	
SIRXCOM002	Work effectively in a team
SIRXCOM003	Promote team cohesion
Computer Operations and ICT Management	
BSBCUE301	Use multiple information systems
BSBCUE304	Provide sales solutions to customers
Finance	
SIRWFIN001	Complete debtor processes
Inventory	
SIRRINV001	Receive and handle retail stock
SIRRINV002	Control stock
Management and Leadership	
SIRXMGT001	Supervise and support frontline team members
Merchandising	
SIRRMER003	Coordinate visual merchandising activities
Risk Management and Security	
SIRXRSK001	Identify and respond to security risks
Sales	
SIRWSLS001	Process product and service data
SIRWSLS002	Analyse and achieve sales targets

SIRWSLS003	Build sales of branded products
SIRXSLS001	Sell to the retail customer

SIR40316 - Certificate IV in Retail Management (Release 2)

Packaging Rules

11 units must be completed:

- 7 core units
- 4 elective units, consisting of:

- 2 units from the list below
- 2 units from the list below, elsewhere in SIR Retail Services Training Package, or any other current Training Package or accredited course.

The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification.

Core units	
SIRRRTF002	Monitor retail store financials
SIRXCEG004	Create a customer-centric culture
SIRXHRM002	Maintain employee relations
SIRXMGT002	Lead a frontline team
SIRXRSK002	Maintain store security
SIRXSLS003	Achieve sales results
SIRXWHS003	Maintain workplace safety
Elective units	
Customer Engagement	
BSBCUS401	Coordinate implementation of customer service strategies
Change Management	
SIRXCHA001	Facilitate the change process
Communication and Teamwork	
CHCDIV001	Work with diverse people
Ecommerce	
SIRXECM001	Monitor and interpret online data and analytics
SIRXECM002	Prepare digital content
Food Safety	
SIRRFSA001	Handle food safely in a retail environment
SIRRFSA002	Supervise a food safety program
Health and Wellbeing	
SIRXHWB002	Promote workplace health and wellbeing
Human Resource Management	
SIRXHRM001	Recruit, select and induct team members
SITXHRM002	Roster staff
Innovation	
BSBINN301	Promote innovation in a team environment
Management and Leadership	

BSBMGT402	Implement operational plan
Inventory	
SIRRINV002	Control stock
Marketing	
BSBMKG401	Profile the market
SIRXMKT002	Use social media to engage customers
SIRXMKT003	Manage promotional activities
Merchandising	
SIRRMER003	Coordinate visual merchandising activities
Retail Financials	
BSBFIA302	Process payroll
BSBSMB406	Manage small business finances
Training and Development	
SIRXTAD002	Develop the retail frontline
Working in Industry	
SIRXIND005	Develop personal productivity
SIRXIND006	Review retail business fundamentals