



Superseded and deleted BSB R6.1 training products approved for an extended transition period until 19 April 2022

	Qualification code and title
1.	BSB10115 Certificate I in Business
2.	BSB20115 Certificate II in Business
3.	BSB20215 Certificate II in Customer Engagement
4.	BSB30115 Certificate III in Business
5.	BSB30215 Certificate III in Customer Engagement
6.	BSB30315 Certificate III in Micro Business Operations
7.	BSB30415 Certificate III in Business Administration
8.	BSB30815 Certificate III in Recordkeeping
9.	BSB30915 Certificate III in Business Administration (Education)
10.	BSB31015 Certificate III in Business Administration (Legal)
11.	BSB31115 Certificate III in Business Administration (Medical)
12.	BSB31215 Certificate III in Library and Information Services
13.	BSB40215 Certificate IV in Business
14.	BSB40315 Certificate IV in Customer Engagement
15.	BSB40515 Certificate IV in Business Administration
16.	BSB40615 Certificate IV in Business Sales
17.	BSB41015 Certificate IV in Human Resources
18.	BSB41115 Certificate IV in International Trade
19.	BSB41515 Certificate IV in Project Management Practice
20.	BSB41618 Certificate IV in Business (Procurement)
21.	BSB41715 Certificate IV in Recordkeeping
22.	BSB41915 Certificate IV in Business (Governance)
23.	BSB42015 Certificate IV in Leadership and Management
24.	BSB42115 Certificate IV in Library and Information Services
25.	BSB42215 Certificate IV in Legal Services
26.	BSB42315 Certificate IV in Environmental Management and Sustainability
27.	BSB42415 Certificate IV in Marketing and Communication
28.	BSB42518 Certificate IV in Small Business Management
29.	BSB42618 Certificate IV in New Small Business
30.	BSB50215 Diploma of Business
31.	BSB50315 Diploma of Customer Engagement
32.	BSB50415 Diploma of Business Administration
33.	BSB50618 Diploma of Human Resources Management
34.	BSB50715 Diploma of Business (Governance)

35.	BSB50815 Diploma of International Business
36.	BSB51415 Diploma of Project Management
37.	BSB51518 Diploma of Business (Procurement)
38.	BSB51615 Diploma of Quality Auditing
39.	BSB51715 Diploma of Recordkeeping
40.	BSB51918 Diploma of Leadership and Management
41.	BSB52015 Diploma of Conveyancing
42.	BSB52115 Diploma of Library and Information Services
43.	BSB52215 Diploma of Legal Services
44.	BSB52415 Diploma of Marketing and Communication
45.	BSB60215 Advanced Diploma of Business
46.	BSB60815 Advanced Diploma of Recordkeeping
47.	BSB60915 Advanced Diploma of Management (Human Resources)
48.	BSB61015 Advanced Diploma of Leadership and Management
49.	BSB61115 Advanced Diploma of Conveyancing
50.	BSB61218 Advanced Diploma of Program Management
51.	BSB61315 Advanced Diploma of Marketing and Communication
52.	BSB80515 Graduate Certificate in Management (Learning)
53.	BSB80215 Graduate Diploma of Strategic Leadership
54.	BSB80415 Graduate Diploma of Portfolio Management
55.	BSB80615 Graduate Diploma of Management (Learning)
Unit of competency code and title	
1.	BSBADM101 Use business equipment and resources
2.	BSBADM301 Produce texts from shorthand notes
3.	BSBADM302 Produce texts from notes
4.	BSBADM303 Produce texts from audio transcription
5.	BSBADM307 Organise schedules
6.	BSBADM311 Maintain business resources
7.	BSBADM401 Produce complex texts from shorthand notes
8.	BSBADM405 Organise meetings
9.	BSBADM406 Organise business travel
10.	BSBADM407 Administer projects
11.	BSBADM409 Coordinate business resources
12.	BSBADM411 Produce complex texts from audio transcription
13.	BSBADM502 Manage meetings
14.	BSBADM503 Plan and manage conferences
15.	BSBADM504 Plan and implement administrative systems
16.	BSBADM506 Manage business document design and development
17.	BSBADV402 Conduct pre-campaign testing
18.	BSBADV403 Monitor advertising production
19.	BSBADV404 Schedule advertisements

20.	BSBADV405 Perform media calculations
21.	BSBADV406 Buy and monitor media
22.	BSBADV407 Apply media analysis and processing tools
23.	BSBADV408 Review advertising media options
24.	BSBADV503 Coordinate advertising research
25.	BSBADV507 Develop a media plan
26.	BSBADV509 Create mass print media advertisements
27.	BSBADV510 Create mass electronic media advertisements
28.	BSBADV602 Develop an advertising campaign
29.	BSBADV603 Manage advertising production
30.	BSBADV604 Execute an advertising campaign
31.	BSBADV605 Evaluate campaign effectiveness
32.	BSBAUD402 Participate in a quality audit
33.	BSBAUD501 Initiate a quality audit
34.	BSBAUD503 Lead a quality audit
35.	BSBAUD504 Report on a quality audit
36.	BSBCMM101 Apply basic communication skills
37.	BSBCMM201 Communicate in the workplace
38.	BSBCMM301 Process customer complaints
39.	BSBCMM401 Make a presentation
40.	BSBCMM402 Implement effective communication strategies
41.	BSBCMM501 Develop and nurture relationships
42.	BSBCNV501 Take instructions in relation to a transaction
43.	BSBCNV502 Read and interpret a legal document and provide advice
44.	BSBCNV503 Analyse and interpret legal requirements for a transaction
45.	BSBCNV504 Prepare legal documents
46.	BSBCNV505 Finalise the conveyancing transaction
47.	BSBCNV506 Establish and manage a trust account
48.	BSBCNV601 Identify and conduct searches
49.	BSBCOM401 Organise and monitor the operation of compliance management system
50.	BSBCOM402 Implement processes for the management of a breach in compliance requirements
51.	BSBCOM403 Provide education and training on compliance requirements and systems
52.	BSBCOM404 Promote and liaise on compliance requirements, systems and related issues
53.	BSBCOM405 Promote compliance with legislation
54.	BSBCOM406 Conduct work within a compliance framework
55.	BSBCOM501 Identify and interpret compliance requirements
56.	BSBCOM502 Evaluate and review compliance
57.	BSBCOM503 Develop processes for the management of breaches in compliance requirements
58.	BSBCOM601 Research compliance requirements and issues

59.	BSBCOM602 Develop and create compliance requirements
60.	BSBCOM603 Plan and establish compliance management systems
61.	BSBCON401 Work effectively in a business continuity context
62.	BSBCON601 Develop and maintain business continuity plans
63.	BSBCON801 Establish and review the business continuity management framework and strategies
64.	BSBCRT101 Apply critical thinking techniques
65.	BSBCRT301 Develop and extend critical and creative thinking skills
66.	BSBCRT401 Articulate, present and debate ideas
67.	BSBCRT402 Collaborate in a creative process
68.	BSBCRT403 Explore the history and social impact of creativity
69.	BSBCRT404 Apply advanced critical thinking to work processes
70.	BSBCRT501 Originate and develop concepts
71.	BSBCRT502 Develop critical thinking in others
72.	BSBCRT601 Research and apply concepts and theories of creativity
73.	BSBCUE203 Conduct customer engagement
74.	BSBCUE204 Collect data
75.	BSBCUE205 Prepare for work in a customer engagement environment
76.	BSBCUE301 Use multiple information systems
77.	BSBCUE302 Deploy customer service field staff
78.	BSBCUE303 Conduct a telemarketing campaign
79.	BSBCUE304 Provide sales solutions to customers
80.	BSBCUE305 Process credit applications
81.	BSBCUE306 Process complex accounts
82.	BSBCUE307 Work effectively in customer engagement
83.	BSBCUE308 Conduct outbound customer engagement
84.	BSBCUE309 Develop product and service knowledge for customer engagement operation
85.	BSBCUE403 Schedule customer engagement activity
86.	BSBCUE404 Collect, analyse and record information
87.	BSBCUE405 Survey stakeholders to gather and record information
88.	BSBCUE406 Run a multicentre
89.	BSBCUE407 Administer customer engagement technology
90.	BSBCUE501 Develop business continuity strategy
91.	BSBCUE502 Establish a multicentre
92.	BSBCUE503 Manage data interrogation
93.	BSBCUE504 Integrate customer engagement within the organisation
94.	BSBCUE601 Optimise customer engagement operations
95.	BSBCUE602 Manage customer engagement information
96.	BSBCUE603 Design and launch new customer engagement facilities
97.	BSBCUE604 Develop and maintain a service level strategy
98.	BSBCUE605 Develop and maintain a customer engagement marketing strategy

99.	BSBCUE606 Forecast and plan using customer engagement traffic information analysis
100.	BSBCUE607 Manage customer engagement centre staffing
101.	BSBCUE608 Manage customer engagement operational costs
102.	BSBCUS201 Deliver a service to customers
103.	BSBCUS301 Deliver and monitor a service to customers
104.	BSBCUS401 Coordinate implementation of customer service strategies
105.	BSBCUS402 Address customer needs
106.	BSBCUS403 Implement customer service standards
107.	BSBCUS501 Manage quality customer service
108.	BSBDES201 Follow a design process
109.	BSBDES202 Evaluate the nature of design in a specific industry context
110.	BSBDES301 Explore the use of colour
111.	BSBDES302 Explore and apply the creative design process to 2D forms
112.	BSBDES303 Explore and apply the creative design process to 3D forms
113.	BSBDES304 Source and apply design industry knowledge
114.	BSBDES305 Source and apply information on the history and theory of design
115.	BSBDES401 Generate design solutions
116.	BSBDES402 Interpret and respond to a design brief
117.	BSBDES403 Develop and extend design skills and practice
118.	BSBDES501 Implement design solutions
119.	BSBDES502 Establish, negotiate and refine a design brief
120.	BSBDES601 Manage design realisation
121.	BSBDES602 Research global design trends
122.	BSBDES801 Research and apply design theory
123.	BSBDIV301 Work effectively with diversity
124.	BSBDIV501 Manage diversity in the workplace
125.	BSBDIV601 Develop and implement diversity policy
126.	BSBDIV801 Conduct strategic diversity workforce planning
127.	BSBDIV802 Conduct strategic planning for diversity learning practices
128.	BSBDIV803 Develop cross cultural communication and negotiation strategies
129.	BSBEBU401 Review and maintain a website
130.	BSBEBU502 Implement e-business solutions
131.	BSBEBU511 Develop and implement an e-business strategy
132.	BSBEDU301 Assist with monitoring compliance in international education services
133.	BSBEDU302 Assist in resolution of issues and incidents in an international education environment
134.	BSBEDU303 Assist with the provision of international education information
135.	BSBEDU304 Assist with the provision of pastoral care services to international students
136.	BSBEDU305 Assist with international education events and programs
137.	BSBEMS401 Develop and implement business development strategies to expand client base

138.	BSBEMS402 Develop and implement strategies to source and assess candidates
139.	BSBEMS403 Develop and provide employment management services to candidates
140.	BSBEMS404 Manage the recruitment process for client organisations
141.	BSBFIA301 Maintain financial records
142.	BSBFIA302 Process payroll
143.	BSBFIA303 Process accounts payable and receivable
144.	BSBFIA304 Maintain a general ledger
145.	BSBFIA401 Prepare financial reports
146.	BSBFIA412 Report on financial activity
147.	BSBFIA501 Report on finances related to international business
148.	BSBFIM501 Manage budgets and financial plans
149.	BSBFIM502 Manage payroll
150.	BSBFIM601 Manage finances
151.	BSBFIM801 Manage financial resources
152.	BSBFLM303 Contribute to effective workplace relationships
153.	BSBFLM305 Support operational plan
154.	BSBFLM306 Provide workplace information and resourcing plans
155.	BSBFLM309 Support continuous improvement systems and processes
156.	BSBFLM311 Support a workplace learning environment
157.	BSBFLM312 Contribute to team effectiveness
158.	BSBFLM313 Apply language, literacy and numeracy to support others in the workplace
159.	BSBFLM314 Mentor others in the workplace to support their language, literacy and numeracy skill development
160.	BSBFRA301 Work within a franchise
161.	BSBFRA401 Manage compliance with franchisee obligations and legislative requirements
162.	BSBFRA402 Establish a franchise
163.	BSBFRA403 Manage relationship with franchisor
164.	BSBFRA404 Manage a multiple-site franchise
165.	BSBFRA501 Establish a franchise operation
166.	BSBFRA502 Manage a franchise operation
167.	BSBFRA503 Manage establishment of new sites or regions
168.	BSBFRA504 Manage relationships with franchisees
169.	BSBFRA505 Manage closure of a franchise
170.	BSBGOV401 Implement board member responsibilities
171.	BSBGOV402 Work within organisational structure
172.	BSBGOV403 Analyse financial reports and budgets
173.	BSBGOV404 Communicate with community stakeholders
174.	BSBGOV405 Undertake the roles and responsibilities of committee or board members
175.	BSBGOV501 Review and apply the organisation's constitution
176.	BSBGOV502 Recruit and coordinate committee members
177.	BSBGOV503 Conduct organisational strategic planning

178.	BSBGOV504 Monitor organisational finances
179.	BSBGOV505 Seek and apply for funding opportunities
180.	BSBGOV506 Manage advocacy for your organisation
181.	BSBGOV507 Manage board or committee and organisational conflict
182.	BSBHRM403 Support performance management process
183.	BSBHRM404 Review human resource functions
184.	BSBHRM405 Support the recruitment, selection and induction of staff
185.	BSBHRM501 Manage human resource services
186.	BSBHRM502 Manage human resource management information systems
187.	BSBHRM505 Manage remuneration and employee benefits
188.	BSBHRM506 Manage recruitment selection and induction processes
189.	BSBHRM507 Manage separation or termination
190.	BSBHRM509 Manage rehabilitation or return to work programs
191.	BSBHRM510 Manage mediation processes
192.	BSBHRM511 Manage expatriate staff
193.	BSBHRM512 Develop and manage performance management processes
194.	BSBHRM513 Manage workforce planning
195.	BSBHRM602 Manage human resources strategic planning
196.	BSBHRM604 Manage employee relations
197.	BSBIND201 Work effectively in a business environment
198.	BSBIND301 Work effectively in an educational environment
199.	BSBIND302 Work effectively in the international education services industry
200.	BSBINM201 Process and maintain workplace information
201.	BSBINM202 Handle mail
202.	BSBINM301 Organise workplace information
203.	BSBINM302 Utilise a knowledge management system
204.	BSBINM303 Handle receipt and despatch of information
205.	BSBINM401 Implement workplace information system
206.	BSBINM501 Manage an information or knowledge management system
207.	BSBINM601 Manage knowledge and information
208.	BSBINN201 Contribute to workplace innovation
209.	BSBINN301 Promote innovation in a team environment
210.	BSBINN501 Establish systems that support innovation
211.	BSBINN502 Build and sustain an innovative work environment
212.	BSBINN601 Lead and manage organisational change
213.	BSBINN801 Lead innovative thinking and practice
214.	BSBINT301 Apply knowledge of the international trade environment to complete work
215.	BSBINT302 Apply knowledge of legislation relevant to international trade to complete work
216.	BSBINT303 Organise the importing and exporting of goods
217.	BSBINT304 Assist in the international transfer of services
218.	BSBINT305 Prepare business documents for the international trade of goods

219.	BSBINT306 Apply knowledge of international finance and insurance to complete work requirements
220.	BSBINT401 Research international business opportunities
221.	BSBINT405 Apply knowledge of import and export international conventions, laws and finance
222.	BSBINT407 Prepare business advice on export Free-on-Board Value
223.	BSBINT408 Prepare business advice on the taxes and duties for international trade transactions
224.	BSBINT409 Plan for international trade
225.	BSBIPR301 Comply with organisational requirements for protection and use of intellectual property
226.	BSBIPR401 Use and respect copyright
227.	BSBIPR402 Protect and use new inventions and innovations
228.	BSBIPR403 Protect and use brands and business identity
229.	BSBIPR404 Protect and use innovative designs
230.	BSBIPR405 Protect and use intangible assets in small business
231.	BSBIPR501 Manage intellectual property to protect and grow business
232.	BSBIPR601 Develop and implement strategies for intellectual property management
233.	BSBITA411 Design and develop relational databases
234.	BSBITA611 Configure and optimise customer contact technology
235.	BSBITB511 Establish and maintain a network of digital devices
236.	BSBITB801 Implement advanced electronic technologies
237.	BSBITS411 Maintain and implement digital technology
238.	BSBITU111 Operate a personal digital device
239.	BSBITU112 Develop keyboard skills
240.	BSBITU211 Produce digital text documents
241.	BSBITU212 Create and use spreadsheets
242.	BSBITU213 Use digital technologies to communicate remotely
243.	BSBITU306 Design and produce business documents
244.	BSBITU307 Develop keyboarding speed and accuracy
245.	BSBITU309 Produce desktop published documents
246.	BSBITU311 Use simple relational databases
247.	BSBITU312 Create electronic presentations
248.	BSBITU313 Design and produce digital text documents
249.	BSBITU314 Design and produce spreadsheets
250.	BSBITU315 Purchase goods and services online
251.	BSBITU401 Design and develop complex text documents
252.	BSBITU402 Develop and use complex spreadsheets
253.	BSBITU404 Produce complex desktop published documents
254.	BSBITU422 Use digital technologies to collaborate in the workplace
255.	BSBITU501 Conduct data analysis
256.	BSBLDR401 Communicate effectively as a workplace leader

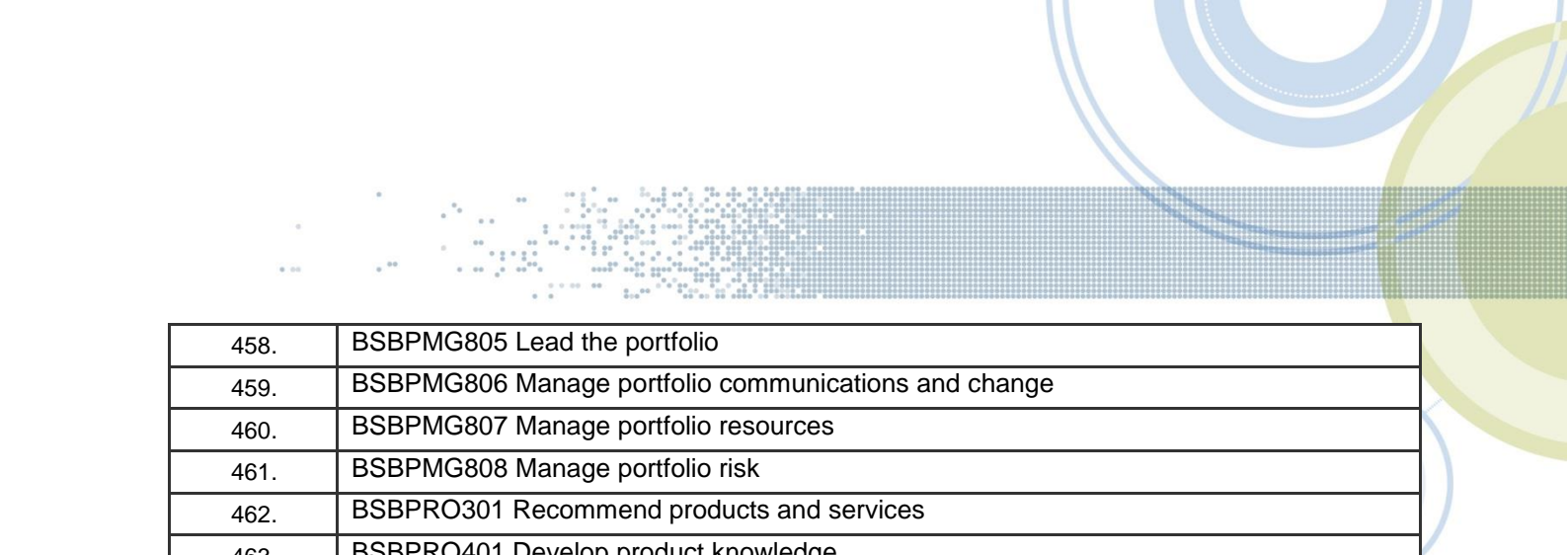
257.	BSBLDR402 Lead effective workplace relationships
258.	BSBLDR403 Lead team effectiveness
259.	BSBLDR404 Lead a diverse workforce
260.	BSBLDR502 Lead and manage effective workplace relationships
261.	BSBLDR504 Implement diversity in the workplace
262.	BSBLDR511 Develop and use emotional intelligence
263.	BSBLDR513 Communicate with influence
264.	BSBLDR801 Lead personal and strategic transformation
265.	BSBLDR802 Lead the strategic planning process for an organisation
266.	BSBLDR803 Develop and cultivate collaborative partnerships and relationships
267.	BSBLDR804 Influence and shape diversity management
268.	BSBLDR805 Lead and influence change
269.	BSBLDR806 Lead and influence ethical practice
270.	BSBLED101 Plan skills development
271.	BSBLED301 Undertake e-learning
272.	BSBLED401 Develop teams and individuals
273.	BSBLED501 Develop a workplace learning environment
274.	BSBLED502 Manage programs that promote personal effectiveness
275.	BSBLED503 Maintain and enhance professional practice
276.	BSBLED802 Lead learning strategy implementation
277.	BSBLED803 Implement improved learning practice
278.	BSBLED804 Review enterprise e-learning systems and solutions implementation
279.	BSBLED805 Plan and implement a mentoring program
280.	BSBLED806 Plan and implement a coaching strategy
281.	BSBLED807 Establish career development services
282.	BSBLED808 Conduct a career development session
283.	BSBLED809 Identify and communicate trends in career development
284.	BSBLED810 Develop human capital
285.	BSBLEG301 Apply knowledge of the legal system to complete tasks
286.	BSBLEG302 Carry out search of the public record
287.	BSBLEG303 Deliver court documentation
288.	BSBLEG304 Apply the principles of confidentiality and security within the legal environment
289.	BSBLEG305 Use legal terminology in order to carry out tasks
290.	BSBLEG306 Maintain records for time and disbursements in a legal practice
291.	BSBLEG308 Assist in prioritising and planning activities in a legal practice
292.	BSBLEG403 Maintain trust accounts
293.	BSBLEG413 Identify and apply the legal framework
294.	BSBLEG414 Establish and maintain a file in legal services
295.	BSBLEG415 Apply the principles of contract law
296.	BSBLEG416 Apply the principles of the law of torts

297.	BSBLEG417 Apply the principles of evidence law
298.	BSBLEG418 Produce complex legal documents
299.	BSBLEG510 Apply legal principles in family law matters
300.	BSBLEG511 Apply legal principles in criminal law matters
301.	BSBLEG512 Apply legal principles in property law matters
302.	BSBLEG513 Apply legal principles in corporation law matters
303.	BSBLEG514 Assist with civil procedure
304.	BSBLEG515 Apply legal principles in wills and probate matters
305.	BSBLIB201 Assist with circulation services
306.	BSBLIB202 Process information resource orders
307.	BSBLIB301 Catalogue objects into collections
308.	BSBLIB302 Develop and apply knowledge of archives
309.	BSBLIB303 Provide multimedia support
310.	BSBLIB304 Develop and use information literacy skills
311.	BSBLIB305 Use established cataloguing tools
312.	BSBLIB306 Process and maintain information resources
313.	BSBLIB401 Record and maintain collection information
314.	BSBLIB402 Consolidate and maintain industry knowledge
315.	BSBLIB403 Complete a range of cataloguing activities
316.	BSBLIB404 Use integrated library management systems
317.	BSBLIB405 Assist customers to access information
318.	BSBLIB406 Obtain information from external and networked sources
319.	BSBLIB407 Search library and information databases
320.	BSBLIB501 Manage lending and borrowing processes for collections
321.	BSBLIB502 Manage the development of collections
322.	BSBLIB503 Develop and promote activities, events and public programs
323.	BSBLIB504 Develop exhibition concepts
324.	BSBLIB505 Develop disaster management plans
325.	BSBLIB506 Maintain digital repositories
326.	BSBLIB507 Promote literature and reading
327.	BSBLIB508 Analyse and describe information resources
328.	BSBLIB509 Provide subject access and classify material
329.	BSBLIB510 Use and monitor advanced functions of integrated library management systems
330.	BSBLIB511 Research and analyse information to meet customer needs
331.	BSBLIB512 Develop and maintain community and stakeholder relationships
332.	BSBLIB513 Monitor compliance with copyright and licence requirements
333.	BSBLIB601 Research and document collection material
334.	BSBLIB602 Develop and monitor procedures for the movement and storage of collection material
335.	BSBLIB603 Contribute to collection management


336.	BSBLIB604 Extend own information literacy skills to locate information
337.	BSBLIB605 Analyse and describe specialist and complex material
338.	BSBMGT401 Show leadership in the workplace
339.	BSBMGT402 Implement operational plan
340.	BSBMGT403 Implement continuous improvement
341.	BSBMGT404 Lead and facilitate off-site staff
342.	BSBMGT405 Provide personal leadership
343.	BSBMGT406 Plan and monitor continuous improvement
344.	BSBMGT407 Apply digital solutions to work processes
345.	BSBMGT502 Manage people performance
346.	BSBMGT516 Facilitate continuous improvement
347.	BSBMGT517 Manage operational plan
348.	BSBMGT518 Develop organisation policy
349.	BSBMGT519 Incorporate digital solutions into plans and practices
350.	BSBMGT520 Plan and manage the flexible workforce
351.	BSBMGT521 Plan, implement and review a quality assurance program
352.	BSBMGT605 Provide leadership across the organisation
353.	BSBMGT608 Manage innovation and continuous improvement
354.	BSBMGT615 Contribute to organisation development
355.	BSBMGT616 Develop and implement strategic plans
356.	BSBMGT617 Develop and implement a business plan
357.	BSBMGT618 Develop an engagement centre business plan
358.	BSBMGT619 Identify and implement business innovation
359.	BSBMGT621 Design and manage the enterprise quality management system
360.	BSBMGT622 Manage resources
361.	BSBMGT623 Monitor corporate governance activities
362.	BSBMGT624 Develop and implement corporate social responsibility
363.	BSBMGT801 Direct the development of a knowledge management strategy for a business
364.	BSBMGT802 Lead design and review of enterprise systems
365.	BSBMGT803 Use financial and economic information for strategic decision making
366.	BSBMKG401 Profile the market
367.	BSBMKG408 Conduct market research
368.	BSBMKG409 Design direct response offers
369.	BSBMKG410 Test direct marketing activities
370.	BSBMKG411 Analyse direct marketing databases
371.	BSBMKG412 Conduct e-marketing communications
372.	BSBMKG413 Promote products and services
373.	BSBMKG414 Undertake marketing activities
374.	BSBMKG415 Research international markets
375.	BSBMKG416 Market goods and services internationally
376.	BSBMKG417 Apply marketing communication across a convergent industry

377.	BSBMKG418 Develop and apply knowledge of marketing communication industry
378.	BSBMKG419 Analyse consumer behaviour
379.	BSBMKG420 Create digital media user experiences
380.	BSBMKG421 Optimise digital media impact
381.	BSBMKG501 Identify and evaluate marketing opportunities
382.	BSBMKG502 Establish and adjust the marketing mix
383.	BSBMKG506 Plan market research
384.	BSBMKG507 Interpret market trends and developments
385.	BSBMKG508 Plan direct marketing activities
386.	BSBMKG509 Implement and monitor direct marketing activities
387.	BSBMKG510 Plan e-marketing communications
388.	BSBMKG511 Analyse data from international markets
389.	BSBMKG512 Forecast international market and business needs
390.	BSBMKG513 Promote products and services to international markets
391.	BSBMKG514 Implement and monitor marketing activities
392.	BSBMKG515 Conduct a marketing audit
393.	BSBMKG516 Profile international markets
394.	BSBMKG517 Analyse consumer behaviour for specific international markets
395.	BSBMKG518 Plan and implement services marketing
396.	BSBMKG519 Plan and implement business-to-business marketing
397.	BSBMKG520 Manage compliance within the marketing legislative framework
398.	BSBMKG521 Plan and implement sponsorship and event marketing
399.	BSBMKG522 Plan measurement of marketing effectiveness
400.	BSBMKG523 Design and develop an integrated marketing communication plan
401.	BSBMKG528 Mine data to identify industry directions
402.	BSBMKG529 Manage client account
403.	BSBMKG530 Create distributed multiplatform digital advertisements
404.	BSBMKG534 Design effective digital user experiences
405.	BSBMKG535 Devise a search engine optimisation strategy
406.	BSBMKG536 Develop strategies to monetise digital engagement
407.	BSBMKG537 Develop a social media engagement plan
408.	BSBMKG603 Manage the marketing process
409.	BSBMKG605 Evaluate international marketing opportunities
410.	BSBMKG606 Manage international marketing programs
411.	BSBMKG607 Manage market research
412.	BSBMKG608 Develop organisational marketing objectives
413.	BSBMKG609 Develop a marketing plan
414.	BSBMKG610 Develop, implement and monitor a marketing campaign
415.	BSBMKG611 Manage measurement of marketing effectiveness
416.	BSBPMG409 Apply project scope management techniques

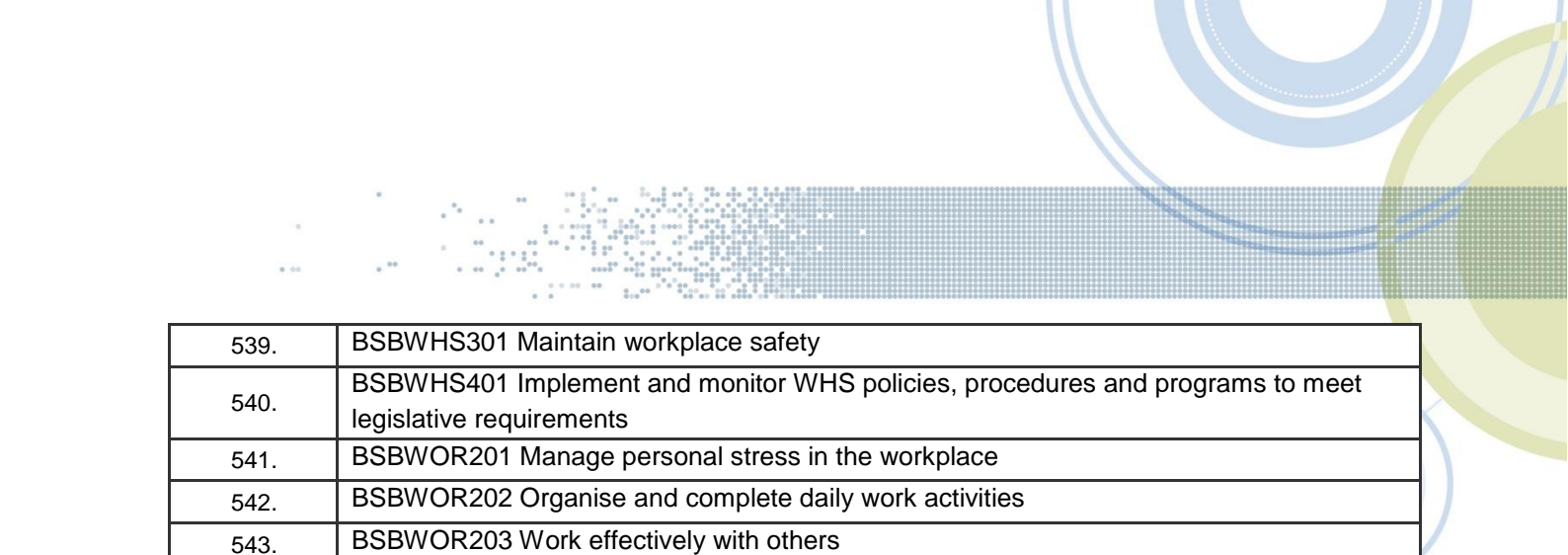
417.	BSBPMG410 Apply project time management techniques
418.	BSBPMG411 Apply project quality management techniques
419.	BSBPMG412 Apply project cost management techniques
420.	BSBPMG413 Apply project human resources management approaches
421.	BSBPMG414 Apply project information management and communications techniques
422.	BSBPMG415 Apply project risk management techniques
423.	BSBPMG416 Apply project procurement procedures
424.	BSBPMG417 Apply project life cycle management processes
425.	BSBPMG418 Apply project stakeholder engagement techniques
426.	BSBPMG511 Manage project scope
427.	BSBPMG512 Manage project time
428.	BSBPMG513 Manage project quality
429.	BSBPMG514 Manage project cost
430.	BSBPMG515 Manage project human resources
431.	BSBPMG516 Manage project information and communication
432.	BSBPMG517 Manage project risk
433.	BSBPMG518 Manage project procurement
434.	BSBPMG519 Manage project stakeholder engagement
435.	BSBPMG520 Manage project governance
436.	BSBPMG521 Manage project integration
437.	BSBPMG522 Undertake project work
438.	BSBPMG601 Direct the integration of projects
439.	BSBPMG602 Direct the scope of a project program
440.	BSBPMG603 Direct time management of a project program
441.	BSBPMG604 Direct cost management of a project program
442.	BSBPMG605 Direct quality management of a project program
443.	BSBPMG606 Direct human resources management of a project program
444.	BSBPMG607 Direct communications management of a project program
445.	BSBPMG609 Direct procurement and contracting for a project program
446.	BSBPMG610 Enable program execution
447.	BSBPMG615 Manage program delivery
448.	BSBPMG616 Manage program risk
449.	BSBPMG617 Provide leadership for the program
450.	BSBPMG621 Facilitate stakeholder engagement
451.	BSBPMG622 Implement program governance
452.	BSBPMG623 Manage benefits
453.	BSBPMG624 Engage in collaborative alliances
454.	BSBPMG801 Prioritise projects and programs
455.	BSBPMG802 Select and balance the portfolio
456.	BSBPMG803 Manage and review portfolio performance
457.	BSBPMG804 Govern the portfolio



458.	BSBPMG805 Lead the portfolio
459.	BSBPMG806 Manage portfolio communications and change
460.	BSBPMG807 Manage portfolio resources
461.	BSBPMG808 Manage portfolio risk
462.	BSBPRO301 Recommend products and services
463.	BSBPRO401 Develop product knowledge
464.	BSBPUB401 Develop and apply knowledge of public relations industry
465.	BSBPUB402 Develop public relations campaigns
466.	BSBPUB403 Develop public relations documents
467.	BSBPUB501 Manage the public relations publication process
468.	BSBPUB502 Develop and manage complex public relations campaigns
469.	BSBPUB503 Manage fundraising and sponsorship activities
470.	BSBPUB504 Develop and implement crisis management plans
471.	BSBRELE401 Establish networks
472.	BSBRELE402 Build client relationships and business networks
473.	BSBRELE403 Implement international client relationship strategies
474.	BSBRELE501 Build international client relationships
475.	BSBRELE502 Build international business networks
476.	BSBRES404 Research legal information using primary sources
477.	BSBRES411 Analyse and present research information
478.	BSBRES502 Research legal information using secondary sources
479.	BSBRES801 Initiate and lead applied research
480.	BSBRKG301 Control records
481.	BSBRKG302 Undertake disposal
482.	BSBRKG303 Retrieve information from records
483.	BSBRKG304 Maintain business records
484.	BSBRKG305 Review recordkeeping functions
485.	BSBRKG401 Review the status of a record
486.	BSBRKG402 Provide information from and about records
487.	BSBRKG403 Set up a business or records system for a small business
488.	BSBRKG404 Monitor and maintain records in an online environment
489.	BSBRKG502 Manage and monitor business or records systems
490.	BSBRKG505 Document or reconstruct a business or records system
491.	BSBRKG506 Develop and maintain terminology and classification schemes
492.	BSBRKG601 Define recordkeeping framework
493.	BSBRKG603 Prepare a functional analysis for an organisation
494.	BSBRKG604 Determine security and access rules and procedures
495.	BSBRKG605 Determine records requirements to document a function
496.	BSBRKG606 Design a records retention and disposal schedule
497.	BSBRKG607 Document and monitor the record creating context
498.	BSBRKG608 Plan management of records over time



499.	BSBRISK401 Identify risk and apply risk management processes
500.	BSBRISK501 Manage risk
501.	BSBSLS407 Identify and plan sales prospects
502.	BSBSLS408 Present, secure and support sales solutions
503.	BSBSLS501 Develop a sales plan
504.	BSBSLS502 Lead and manage a sales team
505.	BSBSMB201 Identify suitability for micro business
506.	BSBSMB301 Investigate micro business opportunities
507.	BSBSMB302 Develop a micro business proposal
508.	BSBSMB303 Organise finances for the micro business
509.	BSBSMB304 Determine resource requirements for the micro business
510.	BSBSMB305 Comply with regulatory, taxation and insurance requirements for the micro business
511.	BSBSMB306 Plan a home based business
512.	BSBSMB307 Set up information and communications technology for the micro business
513.	BSBSMB308 Improve energy efficiency in micro or small business operations
514.	BSBSMB401 Establish legal and risk management requirements of small business
515.	BSBSMB402 Plan small business finances
516.	BSBSMB403 Market the small business
517.	BSBSMB404 Undertake small business planning
518.	BSBSMB407 Manage a small team
519.	BSBSMB408 Manage personal, family, cultural and business obligations
520.	BSBSMB409 Build and maintain relationships with small business stakeholders
521.	BSBSMB410 Review and implement energy efficiency in business operations
522.	BSBSMB411 Manage specialist external advisory services
523.	BSBSMB415 Refine and strengthen a small business
524.	BSBSMB417 Recruit staff
525.	BSBSMB418 Manage compliance for small business
526.	BSBSMB420 Evaluate and develop small business operations
527.	BSBSMB421 Manage small business finances
528.	BSBSMB422 Plan small business growth
529.	BSBSMB423 Create a digital technology plan for small business
530.	BSBSUS201 Participate in environmentally sustainable work practices
531.	BSBSUS401 Implement and monitor environmentally sustainable work practices
532.	BSBSUS402 Implement an environmental management plan
533.	BSBSUS403 Measure, monitor and reduce carbon emissions
534.	BSBSUS404 Assess, implement, monitor and report on waste management
535.	BSBSUS405 Assess, monitor and reduce water use
536.	BSBSUS406 Identify and apply sustainability rating tools
537.	BSBSUS501 Develop workplace policy and procedures for sustainability
538.	BSBWHS201 Contribute to health and safety of self and others



539.	BSBWHS301 Maintain workplace safety
540.	BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
541.	BSBWOR201 Manage personal stress in the workplace
542.	BSBWOR202 Organise and complete daily work activities
543.	BSBWOR203 Work effectively with others
544.	BSBWOR204 Use business technology
545.	BSBWOR301 Organise personal work priorities and development
546.	BSBWOR302 Work effectively as an off-site worker
547.	BSBWOR403 Manage stress in the workplace
548.	BSBWOR404 Develop work priorities
549.	BSBWOR424 Develop a time management plan
550.	BSBWOR501 Manage personal work priorities and professional development
551.	BSBWOR502 Lead and manage team effectiveness
552.	BSBWRK311 Develop self-awareness
553.	BSBWRK409 Prepare for and participate in dispute resolution
554.	BSBWRK411 Support employee and industrial relations procedures
555.	BSBWRK412 Contribute to personal development
556.	BSBWRK520 Manage employee relations
557.	BSBWRT301 Write simple documents
558.	BSBWRT401 Write complex documents
559.	BSBWRT501 Write persuasive copy