

# **BUSINESS SERVICES TRAINING PACKAGE IMPLEMENTATION GUIDE**

**BSB01 – VERSION 4**

**Western Australian Department of Education and Training**

**Updated December 2006**

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## **Foreword**

This Implementation Guide has been generated to enable the stakeholders in the Business Services Industry in Western Australia to participate in the managed implementation of the National Business Services Training Package BSB01 – Version 4.

The Guide has been developed with cooperation and assistance of experienced and qualified stakeholders via the Curriculum Services Support Network (CSSN).

Information within this Guide should provide guidance on how competency standards may be selected and applied to achieve suitable outcomes and qualifications, for and within an industry.

The Business Services Training Package BSB01 – Version 4 was endorsed by Ministers for vocational education and training on 23 October 2004.

## **Acknowledgments**

The Western Australia Department of Education and Training Implementation Guide for the Business Services Training Package was prepared by Central TAFE.

The Department of Education and Training funded the development of the Guide.

The Department of Education and Training wishes to acknowledge the many individuals and organisations who have contributed willingly and constructively to this Guide.

## Introduction

This Guide provides information that will facilitate the implementation of the Business Services Training Package BSB01 – Version 4 in Western Australia. This Guide is designed to aid Registered Training Organisations (RTOs) to convert from existing accredited courses to new Training Package qualifications within the scope of their training delivery.

The Guide should be read in conjunction with the **endorsed components** of the Business Services Training Package BSB01.

The Guide provides information on:

- Transition arrangements
- Licensing requirements (if any)
- Assessment
- Funding
- Learning resources and assessment materials
- A mapping of current publicly funded courses to Training Package qualifications
- An allocation of nominal hours to units of competency and total hours for qualifications
- A mapping of existing modules to units of competency where the correlation is appropriate
- A mapping of current Traineeship and Apprenticeship courses to new qualifications
- A set of appropriate sample, or model, training programs at each AQF level
- An indication of availability of supporting materials for delivery of qualifications

## Obtaining the Training Package

The **Business Services** Training Package can be purchased from:

### **Australian Training Products**

Level 25, 150 Lonsdale Street

Melbourne Victoria 3000

Telephone: (03) 9655 0600

Facsimile: (03) 9639 4684

Email: sales@atpl.net.au

or

### **Innovation and Business Skills Australia Ltd (IBSA)**

Level 2, Building B, 192 Burwood  
Road

Hawthorn Victoria 3122

Telephone: (03) 9815 7000

Facsimile: (03) 9815 7001

Email: virtual@ibsa.org.au

Information on National Training Packages is also available through the National Training Information Service (NTIS), which can be located on the Internet at:

[www.ntis.gov.au](http://www.ntis.gov.au)

Note: full texts of National Training Packages are not published on the NTIS website, merely the qualifications and the units of competency

**All RTOs who have Training Package qualifications on their Scope of Delivery must obtain a copy of the relevant Training Package.**

## **An Overview of the Business Services Industry**

*'Fundamental changes to the Australian Workforce in recent years have resulted in employers demanding increased flexibility in the skill sets of their employees. At the same time, more individuals are taking greater responsibility for the development and extension of their own skills and knowledge. BSB01 accommodates the needs of these stakeholders; its flexible qualifications structure allows enterprises and individuals to progressively build relevant industry skills and have those recognised.'*  
Introduction Business Services Training Package Version 3, Page 16.

New domains that have been included in Version 4 are:

- International Trade/Business
- Occupational Health and Safety

### **Transition Arrangements**

Registered Training Organisations (RTOs) are required to deliver Training Package qualifications within 12 months of endorsement of the Training Package by the National Training Quality Council (NTQC). A current accredited course, however, may be used until its accreditation expires.

A RTO with the scope of registration authorising delivery of existing accredited courses in a defined industry area will be deemed to have the resources and facilities to deliver the new qualification/s in that industry area.

An Amendment to Scope will be necessary where the industry area is not within scope. The Training Accreditation Council (TAC) will need to be advised of any new qualifications from the Training Package being delivered.

### **Existing Courses**

Existing Western Australian owned courses affected by the introduction of the new qualifications will be retired as soon as practicable after 2005. New enrolments in 2006 should therefore be directed into Training Package qualifications.

### **Transition to New Qualifications**

Students currently enrolled in the Business Services area should be permitted to complete the program they enrolled in initially, unless the move to the related qualification from a Training Package can be made without disadvantage to a student.

### **Funding**

Some learners may only achieve a Statement of Attainment during their enrolment period with the RTO. Separate funding is not provided to assess the learner who has left his/her studies and then, at a later date, wants to complete an integrated assessment to achieve a certificate qualification. The RTO will be required to make special arrangements to issue the final qualification. This process may involve an invitation to the employer (if applicable) to participate in the assessment in the workplace.

## **Nominal Duration of Qualifications**

The maximum nominal hours are identified for each Training Package qualification. Nominal hours may vary within a qualification depending on the units of competency selected and the delivery strategies used; however, training delivery will not be funded beyond the maximum nominal hours indicated. Nominal hours are for structured training only and include both delivery and assessment.

### **Definition of nominal hours (supervised)**

The hours of supervised learning or training deemed necessary to cover the educational material in a training program when undertaken in standard classroom delivery mode. (*Source: A Glossary of Australian Vocational Education and Training Terms*).

## **Licensing Requirements**

There are currently no licensing requirements for the qualifications contained within the Business Services Training Package.

## **Assessment Guidelines**

Assessment Guidelines are one of the endorsed components of the Business Services Training Package. See Volume 1 of the Training Package.

## **Learning Resources and Assessment Materials**

Learning resources and/or assessment materials make up the non-endorsed components of the Training Package. There is a range of learning resources for the Business Services Training Package currently available and under development.

A number of assessment related resources are also available from:

- The VET Teaching and Learning Branch of the Department of Education and Training;
- The Australian National Training Authority;
- Australian Training Products.

Trainers should consider the use of existing resources and/or resources sourced from a third party carefully, as some may need to be modified to suit the learning and assessment strategy developed by the RTO. In particular, resources previously used for training and assessment against accredited modules may not be suitable for the Units of competency without modification.

For further details contact either *Australian Training Products* or *Innovation and Business Skills Australia Ltd (IBSA)*. Contact details appear on [Obtaining the Training Package](#), page 6 of this Guide.

## Qualifications and Nominal Hours

The following table provides a summary of the qualifications and nominal hours in the Business Services Training Package BSB01 – Version 4.

National ID	Training Package Qualification Title	Maximum Nominal Hours
<b>International Trade/Business</b>		
BSB30804	Certificate III in Business (International Trade)	390
BSB42004	Certificate IV in Business (International Trade)	440
BSB52004	Diploma of International Business	370
<b>Occupational Health and Safety</b>		
BSB31606	Certificate III in Occupational Health and Safety	340
BSB41604	Certificate IV in Occupational Health and Safety	430
BSB51604	Diploma of Occupational Health and Safety	410
BSB61004	Advanced Diploma of Occupational Health and Safety	430

## Units of Competency and Nominal Hours

The following table provides a summary of the units of competency and nominal hours in the Business Services Training Package BSB01 – Version 4.

National ID	Training Package Unit Title	Maximum Nominal Hours
BSBINT301A	Apply knowledge of the international trade environment to complete work	30
BSBINT302A	Apply knowledge of legislation relevant to international trade to complete work	30
BSBINT303A	Organise the importing and exporting of goods	40
BSBINT304A	Assist in the international transfer of services	20
BSBINT305A	Prepare business documents for the international trade of goods	40
BSBINT306A	Apply knowledge of international finance and insurance to complete work requirements	40
BSBINT401A	Research international business opportunities	40
BSBINT402A	Market goods and services internationally	50
BSBINT403A	Research international markets	40
BSBINT404A	Implement international client relationship strategies	40
BSBINT405A	Apply knowledge of import and export international conventions, laws and finance	50
BSBINT406A	Promote compliance with legislation	30
BSBINT407A	Prepare business advice on export Free on Board Value	30
BSBINT408A	Prepare business advice on the taxes and duties for international trade transactions	40
BSBINT409A	Plan for international trade	50
BSBINT501A	Profile international markets	50
BSBINT502A	Analyse consumer behaviour for specific international markets	50
BSBINT503A	Analyse data from international markets	50
BSBINT504A	Forecast international market and business needs	50
BSBINT505A	Build international client relationships	40
BSBINT506A	Build international business networks	40
BSBINT507A	Report on finances related to international business	50
BSBINT508A	Promote products and services to international markets	50
BSBOHS301A	Apply knowledge of OHS legislation in the workplace	30
BSBOHS302A	Participate effectively in OHS communication and consultative processes	30
BSBOHS303A	Contribute to OHS hazard identification and risk assessment	30
BSBOHS304A	Contribute to OHS hazard control	30
BSBOHS305A	Contribute to OHS issue resolution	20

<b>National ID</b>	<b>Training Package Unit Title</b>	<b>Maximum Nominal Hours</b>
BSBOHS306A	Contribute to implementing emergency prevention activities and response procedures	20
BSBOHS307A	Participate in OHS investigations	30
BSBOHS401A	Contribute to the implementation of a systematic approach to managing OHS	50
BSBOHS402A	Contribute to the implementation of the OHS consultation process	40
BSBOHS403A	Identify hazards and assess OHS risks	40
BSBOHS404A	Contribute to the implementation of strategies to control OHS risk	40
BSBOHS405A	Contribute to the implementation of emergency procedures	40
BSBOHS406A	Use equipment to conduct workplace monitoring	50
BSBOHS501A	Participate in the coordination and maintenance of a systematic approach to managing OHS	50
BSBOHS502A	Participate in the management of the OHS information and data systems	50
BSBOHS503A	Assist in the design and development of OHS participative arrangements	50
BSBOHS504A	Apply principles of OHS risk management	50
BSBOHS505A	Manage hazards in the work environment	50
BSBOHS506A	Monitor and facilitate the management of hazards associated with plant	50
BSBOHS507A	Facilitate the application of principles of occupational health to control OHS risk	50
BSBOHS508A	Participate in the investigation of incidents	60
BSBOHS601A	Develop a systematic approach to managing OHS	60
BSBOHS602A	Develop OHS information and data analysis and reporting and recording processes	50
BSBOHS603A	Analyse and evaluate OHS risk	40
BSBOHS604A	Apply ergonomic principles to control OHS risk	50
BSBOHS605A	Apply occupational hygiene principles to control OHS risk	50
BSBOHS606A	Develop and implement crisis management processes	50
BSBOHS607A	Advise on application of safe design principles to control OHS risk	50
BSBOHS608A	Conduct an OHS audit	60
BSBOHS609A	Evaluate an organisation's OHS performance	50

## Training Package Qualifications Which Replace Accredited Courses

The following table provides an overview of the qualifications which replace an accredited course.

Accredited Course Current qualification	Training Package Qualification Replacement qualification
8996 Certificate III in Occupational Health and Safety <b>Nominal hours: 350</b>	BSB31606 Certificate III in Occupational Health and Safety <b>Nominal hours: 380</b>
8997 Certificate IV in Occupational Safety, Health and Training <b>Nominal hours: 390</b>	BSB41604 Certificate IV in Occupational Health and Safety <b>Nominal hours: 430</b>
8998 Diploma of Occupational Safety, Health and Training <b>Nominal hours: 540</b>	BSB51604 Diploma of Occupational Health and Safety <b>Nominal hours: 410</b>
8999 Advanced Diploma of Occupational Safety, Health and Training <b>Nominal hours: 600</b>	BSB61004 Advanced Diploma of Occupational Health and Safety <b>Nominal hours: 430</b>

## Training Package Qualifications Which Do Not Replace Accredited Courses

The following table lists qualifications in the Business Services Training Package where there is currently no equivalent accredited course.

Registered Training Organisations will need to apply to have these qualifications added to their Scope of Registration.

<b>National ID</b>	<b>Training Package Qualification Title</b>	<b>Maximum Nominal Hours</b>
<b>International Trade/Business</b>		
BSB30804	Certificate III in Business (International Trade)	390
BSB42004	Certificate IV in Business (International Trade)	440
BSB52004	Diploma of International Business	370

## Alignment Between Units of Competency and Course Modules

Students transferring from an accredited course to a replacement Training Package qualification may be granted credit transfer as shown in the table on the following pages.

The table may be also used by Registered Training Organisations to identify module learning resources that will support training delivery. However, the decision to use these module-based materials as a delivery resource is that of the Registered Training Organisation.

The table identifies:

- Each Unit of Competence
- Nominal hours allocated to each Unit of Competence in WA
- Modules that are relevant to the outcomes in a unit of competence
- Credit Transfer Status
  - **Full credit** – an exemption can be granted. Please note that currency should be taken into consideration. That is, the assessor should take into account when the module/s was achieved by the individual applicant and whether or not the learning outcomes are still valid.
  - **Partial credit** – The module or modules listed should be taken into consideration if an applicant is applying for recognition of prior learning (RPL).

## Alignment between Units of Competency and Course Modules for Business Services Training Package

Unit Code	Unit Title	Hrs	Module Code	Related Title	Hrs	Full/Partial Credit
<b>International Services</b>						
BSBINT301A	Apply knowledge of the international trade environment to complete work	30		No previous equivalent		
BSBINT302A	Apply knowledge of legislation relevant to international trade to complete work	30		No previous equivalent		
BSBINT303A	Organise the importing and exporting of goods	40		No previous equivalent		
BSBINT304A	Assist in the international transfer of services	20		No previous equivalent		
BSBINT305A	Prepare business documents for the international trade of goods	40		No previous equivalent		
BSBINT306A	Apply knowledge of international finance and insurance to complete work requirements	40		No previous equivalent		
BSBINT401A	Research international business opportunities	40		No previous equivalent		
BSBINT402A	Market goods and services internationally	50		No previous equivalent		
BSBINT403A	Research international markets	40		No previous equivalent		
BSBINT404A	Implement international client relationship strategies	40		No previous equivalent		
BSBINT405A	Apply knowledge of import and export international conventions, laws and finance	50		No previous equivalent		

Unit Code	Unit Title	Hrs	Module Code	Related Title	Hrs	Full/Partial Credit
BSBINT406A	Promote compliance with legislation	30		No previous equivalent		
BSBINT407A	Prepare business advice on export Free on Board Value	30		No previous equivalent		
BSBINT408A	Prepare business advice on the taxes and duties for international trade transactions	40		No previous equivalent		
BSBINT409A	Plan for international trade	50		No previous equivalent		
BSBINT501A	Profile international markets	50		No previous equivalent		
BSBINT502A	Analyse consumer behaviour for specific international markets	50		No previous equivalent		
BSBINT503A	Analyse data from international markets	50		No previous equivalent		
BSBINT504A	Forecast international market and business needs	50		No previous equivalent		
BSBINT505A	Build international client relationships	40		No previous equivalent		
BSBINT506A	Build international business networks	40		No previous equivalent		
BSBINT507A	Report on finances related to international business	50		No previous equivalent		
BSBINT508A	Promote products and services to international markets	50		No previous equivalent		
<b>Occupational Health and Safety</b>						
BSBCM421A	Assist with compliance with OHS and other relevant laws	40	33082	Apply basic principles of OH&S in the workplace	60	Full
			BSZ404A	Train small groups	30	Full
BSBOHS301A	Apply knowledge of OHS legislation in the workplace	30	62623	ABD504 OH&S Law	20	Full

Unit Code	Unit Title	Hrs	Module Code	Related Title	Hrs	Full/Partial Credit
BSBOHS302A	Participate effectively in OHS communication and consultative processes	30	65009 62623	NCS001 Workplace Communication and ABD504 OH&S Law	34	Full
BSBOHS303A	Contribute to OHS hazard identification and risk assessment	30	62620	ABD501 Occupational Hygiene 1	40	Full
BSBOHS304A	Contribute to OHS hazard control	30	62622	ABD503 Hazardous Substances	30	Full
BSBOHS305A	Contribute to OHS issue resolution	20	65012	NCS005 Dealing With Conflict	17	Full
BSBOHS306A	Contribute to implementing emergency prevention activities and response procedures	20	62625 62570	ABD506 Industrial Placement 1 Or ABD507 OH & S in an Industry	47 20	Full Full
BSBOHS307A	Participate in OHS investigations	30	62619	ABD500 Occupational Health & Safety Fundamentals	60	Full
BSBOHS401A	Contribute to the implementation of a systematic approach to managing OHS	50	No previous equivalent			
BSBOHS402A	Contribute to the implementation of the OHS consultation process	40	No previous equivalent			
BSBOHS403A	Identify hazards and assess OHS risks	40	33086	Identify hazardous substances in the workplace	30	Partial
BSBOHS404A	Contribute to the implementation of strategies to control OHS risk	40	33084	Identify and monitor occupational hygiene factors in the workplace	40	Partial
BSBOHS405A	Contribute to the implementation of emergency procedures	40	No previous equivalent			
BSBOHS406A	Use equipment to conduct workplace monitoring	50	No previous equivalent			

Unit Code	Unit Title	Hrs	Module Code	Related Title	Hrs	Full/Partial Credit
BSBOHS501A	Participate in the coordination and maintenance of a systematic approach to managing OHS	50	33093	Coordinate occupational safety and health management in the workplace	70	Partial
BSBOHS502A	Participate in the management of the OHS information and data systems	50	E0929	Design, implement, maintain and evaluate organisational risk management processes associated with occupational health and safety and environmental management systems (MNZ.SM/02.A)	60	Full
BSBOHS503A	Assist in the design and development of OHS participative arrangements	50	No previous equivalent			
BSBOHS504A	Apply principles of OHS risk management	50	No previous equivalent			
BSBOHS505A	Manage hazards in the work environment	50	33089	Identify and control hazardous substances in the workplace	70	
BSBOHS506A	Monitor and facilitate the management of hazards associated with plant	50	33092	Monitor and manage industrial risk factors in the work environment	70	
BSBOHS507A	Facilitate the application of principles of occupational health to control OHS risk	50	No previous equivalent			
BSBOHS508A	Participate in the investigation of incidents	60	33090	Coordinate workplace accident prevention strategies	70	Full
BSBOHS601A	Develop a systematic approach to managing OHS	60	33099	Manage and coordinate workplace health and safety programs	60	
BSBOHS602A	Develop OHS information and data analysis and reporting and recording processes	50	No previous equivalent			
BSBOHS603A	Analyse and evaluate OHS risk	40	33096	Manage risk within the workplace	50	Full

Unit Code	Unit Title	Hrs	Module Code	Related Title	Hrs	Full/Partial Credit
BSBOHS604A	Apply ergonomic principles to control OHS risk	50	33095	Apply ergonomic principles in the workplace	50	Full
BSBOHS605A	Apply occupational hygiene principles to control OHS risk	50	33094	Manage occupational hygiene in the workplace	50	Full
BSBOHS606A	Develop and implement crisis management processes	50	No previous equivalent			
BSBOHS607A	Advise on application of safe design principles to control OHS risk	50	No previous equivalent			
BSBOHS608A	Conduct an OHS audit	60	No previous equivalent			
BSBOHS609A	Evaluate an organisation's OHS performance	50	33098	Implement, monitor and manage a safety management system	60	Full

## **Examples of Training Package Programs**

Units of competency may be customised so that the tasks involved in demonstrating competence are designed to meet the requirements of an individual enterprise or to satisfy regulations in a particular state or territory.

Each qualification in the Business Services Training Package BSB01 – Version 4 may be customised to meet the context in which the training is taking place. A qualification can also be customised to accommodate a learner's chosen career pathway.

The following are examples of suitable training programs for the Business Services Training Package BSB01 – Version 4. The models are not intended to be prescriptive but illustrate ways that qualifications can be achieved.

**Training Program 1:  
BSB30804 – Certificate III in Business (International Trade)**

<b>Qualification Title</b>	Certificate III in Business (International Trade)
<b>Qualification Code</b>	BSB30804
<b>Qualification Summary</b>	This course will provide you with the practical skills and knowledge for entry into the international trade environment. You will learn about, and be able to apply your skills to such areas as: the importing and exporting of goods, finance and insurance requirements, international transfer of services, and legislation requirements, in order to prepare business documents and complete work relevant to the international trade environment.
<b>Qualification Packaging Rules</b>	<p>Requiring 12 units for the qualification:</p> <ul style="list-style-type: none"> <li>▪ a minimum of 5 units from the International Trade domain;</li> <li>▪ a minimum of 3 Common Business units at Certificate III, including BSBCMN311A Maintain Workplace Safety;</li> <li>▪ and 4 units from the Business Services Training Package, or any other endorsed Training Package, of which a minimum of 2 units must be included from a Certificate III qualification, and 2 units may be from a Certificate II or Certificate IV qualification;</li> <li>▪ units from other Training Packages must not duplicate units selected from the Business Services Training Package;</li> <li>▪ all units selected must contribute to and combine to form a work outcome.</li> </ul>

Unit Code	Unit Title	Nominal Hours
<b>Core Units</b>		
BSBCMN311A	Maintain workplace safety	20
<b>International Trade Units</b>		
BSBINT301A	Apply knowledge of the international trade environment to complete work	30
BSBINT302A	Apply knowledge of legislation relevant to international trade to complete work	30
BSBINT303A	Organise the importing and exporting of goods	40
BSBINT304A	Assist in the international transfer of services	20
BSBINT305A	Prepare business documents for the international trade of goods	40
BSBINT306A	Apply knowledge of international finance and insurance to complete work requirements	40
<b>Other Elective Units</b>		
BSBCMN302A	Organise personal work priorities and development	30
BSBCMN306A	Produce business documents	40
BSBCMN308A	Maintain financial records	40
BSBCMN318A	Write simple documents	30
BSBFLM303B	Contribute to effective workplace relationships	30
<b>TOTAL</b>		<b>390</b>

**Training Program 2:  
BSB31606 – Certificate III in Occupational Health and Safety**

<b>Qualification Title</b>	Certificate III in Occupational Health and Safety
<b>Qualification Code</b>	BSB31606
<b>Qualification Summary</b>	This course will provide you with the practical skills and knowledge to work within the field of occupational health and safety. Your role in this industry will vary depending on the organisation and the scope of your position. You will learn skills that will enable you to contribute to the overall management of OHS, including the identification of hazards, risk assessment, emergency procedures, and the use of equipment for workplace monitoring, while also ensuring compliance with relevant legislation.
<b>Qualification Packaging Rules</b>	<p>Requires the completion of 12 units, comprising: All <b>seven</b> specialist OHS units:</p> <ul style="list-style-type: none"> <li>• BSBOHS301A Apply knowledge of OHS legislation in the workplace</li> <li>• BSBOHS302A Participate effectively in OHS communication and consultative processes</li> <li>• BSBOHS303A Contribute to OHS hazard identification and risk assessment</li> <li>• BSBOHS304A Contribute to OHS hazard control</li> <li>• BSBOHS305A Contribute to OHS issue resolution</li> <li>• BSBOHS306A Contribute to implementing emergency prevention activities and response procedures</li> <li>• BSBOHS307A Participate in OHS investigations</li> </ul> <p>Plus <b>3</b> units from the BSBCM common Units, <b>excluding</b> BSBCM311A Maintain Workplace Safety:</p> <p>And <b>2</b> units from anywhere within BSB01 or any other Training package, with the option of taking 1 unit from Certificate II level and 1 unit from Certificate IV level.</p> <ul style="list-style-type: none"> <li>▪ units from other Training Packages must not duplicate units selected from the Business Services Training Package;</li> <li>▪ all units selected must contribute to and combine to form a work outcome.</li> </ul>

Unit Code	Unit Title	Nominal Hours
<b>Core Units</b>		
BSBOHS301A	Apply knowledge of OHS legislation in the workplace	30
BSBOHS302A	Participate effectively in OHS communication and consultative processes	30
BSBOHS303A	Contribute to OHS hazard identification and risk assessment	30
BSBOHS304A	Contribute to OHS hazard control	30
BSBOHS305A	Contribute to OHS issue resolution	20
BSBOHS306A	Contribute to implementing emergency prevention activities and response procedures	20
BSBOHS307A	Participate in OHS investigations	30
<b>Plus 3 units from the BSBCM common Units</b>		
BSBCM302A	Organise personal work priorities and development	30
BSBCM305A	Organise workplace information	20
BSBCM318A	Write simple documents	30
BSBCM319A	Apply advanced first aid	40
BSBCM320A	Maintain first aid equipment and resources	10
<b>TOTAL</b>		<b>320</b>

## Training Program 3: BSB41604 – Certificate IV in Occupational Health and Safety

<b>Qualification Title</b>	Certificate IV in Occupational Health and Safety
<b>Qualification Code</b>	BSB41604
<b>Qualification Summary</b>	This course will provide you with the practical skills and knowledge to work within the field of occupational health and safety. Your role in this industry will vary depending on the organisation and the scope of your position. You will learn skills that will enable you to contribute to the overall management of OHS, including the identification of hazards, risk assessment, emergency procedures, and the use of equipment for workplace monitoring, while also ensuring compliance with relevant legislation.
<b>Qualification Packaging Rules</b>	<p>Requiring 10 units for the qualification:</p> <ul style="list-style-type: none"> <li>▪ the following four units: BSBOHS401A, BSBOHS402A, BSBOHS403A, BSBOHS404A;</li> <li>▪ at least 1 of the following: BSBOHS405A or BSBOHS406A;</li> <li>▪ a minimum of 3 Common Business units at Certificate IV, of which 1 unit must be BSBCM421A Assist with compliance with OHS and other relevant laws;</li> <li>▪ and 2 units from the Business Services Training Package or any other endorsed Training Package of which at least 1 unit must be from a Certificate IV qualification and 1 unit may be included from a Certificate III or a Diploma qualification (note: 1 of these units may be the unit not chosen from either BSBOHS405A or BSBOHS406A);</li> <li>▪ <b>note:</b> BSBCM411A Monitor a safe workplace <b>cannot</b> be undertaken for this qualification;</li> <li>▪ units from other Training Packages must not duplicate units selected from the Business Services Training Package;</li> <li>▪ all units selected must contribute to and combine to form a work outcome.</li> </ul>

Unit Code	Unit Title	Nominal Hours
<b>Core Units</b>		
BSBOHS401A	Contribute to the implementation of a systematic approach to managing OHS	50
BSBOHS402A	Contribute to the implementation of the OHS consultation process	40
BSBOHS403A	Identify hazards and assess OHS risks	40
BSBOHS404A	Contribute to the implementation of strategies to control OHS risk	40
BSBCM421A	Assist with compliance with OHS and other relevant laws	40
<b>Occupational Health and Safety Units</b>		
BSBOHS405A	Contribute to the implementation of emergency procedures	40
BSBOHS406A	Use equipment to conduct workplace monitoring	50
<b>Other Elective Units</b>		
BSBCM420A	Write complex documents	50
BSBCM403A	Establish business networks	40
BSBFLM412A	Promote team effectiveness	40
<b>TOTAL</b>		<b>430</b>

**Note:** It is suggested that, those wishing to include a training component within the above qualification, select 'Other Elective Units' from TAA40104 Certificate IV in Training and Assessment.

## Training Program 4: BSB42004 – Certificate IV in Business (International Trade)

<b>Qualification Title</b>	Certificate IV in Business (International Trade)
<b>Qualification Code</b>	BSB42004
<b>Qualification Summary</b>	This course will provide you with the practical skills and knowledge to continue working within the international trade environment. Your role in this industry will vary depending on the organisation and the scope of your position. You will be able to apply your knowledge in conducting international research and marketing, and establishing international client relationships, while ensuring continued compliance with international trade legislation.
<b>Qualification Packaging Rules</b>	<p>Requiring 10 units for the qualification:</p> <ul style="list-style-type: none"> <li>▪ a minimum of 4 units from the International Trade domain;</li> <li>▪ a minimum of 3 Common Business units at Certificate IV;</li> <li>▪ and 3 units from the Business Services Training Package or any other endorsed Training Package, of which a minimum of 2 units must be from a Certificate IV qualification and 1 unit may be included from a Certificate III or Diploma qualification;</li> <li>▪ units from other Training Packages must not duplicate units selected from the Business Services Training Package;</li> <li>▪ all units selected must contribute to and combine to form a work outcome.</li> </ul>

Unit Code	Unit Title	Nominal Hours
<b>International Trade Units</b>		
BSBINT401A	Research international business opportunities	40
BSBINT402A	Market goods and services internationally	50
BSBINT404A	Implement international client relationship strategies	40
BSBINT405A	Apply knowledge of import and export international conventions, laws and finance	50
BSBINT406A	Promote compliance with legislation	30
BSBINT409A	Plan for international trade	50
<b>Other Elective Units</b>		
BSBCMN403A	Establish business networks	40
BSBCMN411A	Monitor a safe workplace	40
BSBCMN420A	Write complex documents	50
BSBADM405A	Organise meetings	50
<b>TOTAL</b>		<b>440</b>

## Training Program 5: BSB51604 – Diploma of Occupational Health and Safety

<b>Qualification Title</b>	Diploma of Occupational Health and Safety
<b>Qualification Code</b>	BSB51604
<b>Qualification Summary</b>	This course will provide you with the practical skills and knowledge to work within the field of occupational health and safety as a supervisor/manager. However, your role in this industry will vary depending on the organisation and the scope of your position. You will learn skills that will enable you to participate in a systematic approach to managing occupational health and safety within the workplace.
<b>Qualification Packaging Rules</b>	<p>Requiring 8 units for the qualification:</p> <ul style="list-style-type: none"> <li>▪ 5 units from the OHS units as follows: BSBOHS501A, BSBOHS502A, BSBOHS503A, BSBOHS504A, BSBOHS505A, BSBOHS508A;</li> <li>▪ and 3 units from the Business Services Training Package or any other endorsed Training Package of which a minimum of 2 units must be from a Diploma qualification and 1 unit may be included from a Certificate IV or Advanced Diploma qualification (note: these 3 units may include the 2 OHS units as follows: BSBOHS506A and BSBOHS507A, and/or the unit not chosen from the OHS units listed above;</li> <li>▪ units from other Training Packages must not duplicate units selected from the Business Services Training Package;</li> <li>▪ all units selected must contribute to and combine to form a work outcome.</li> </ul>

Unit Code	Unit Title	Nominal Hours
<b>Occupational Health and Safety Units</b>		
BSBOHS501A	Participate in the coordination and maintenance of a systematic approach to managing OHS	50
BSBOHS502A	Participate in the management of the OHS information and data systems	50
BSBOHS503A	Assist in the design and development of OHS participative arrangements	50
BSBOHS504A	Apply principles of OHS risk management	50
BSBOHS505A	Manage hazards in the work environment	50
BSBOHS507A	Facilitate the application of principles of occupational health to control OHS risk	50
BSBOHS508A	Participate in the investigation of incidents	60
<b>Other Elective Units</b>		
BSBADM502A	Manage meetings	50
<b>TOTAL</b>		<b>410</b>

**Note:** It is suggested that, those wishing to include a training component within the above qualification, select 'Other Elective Units' from TAA50104 Diploma of Training and Assessment.

## Training Program 6: BSB52004 – Diploma of International Business

<b>Qualification Title</b>	Diploma of International Business
<b>Qualification Code</b>	BSB52004
<b>Qualification Summary</b>	This course will provide you with the practical skills and knowledge to continue working within the international trade environment as a supervisor/manager. However, your role in this industry will vary depending on the organisation and the scope of your position. You will be able to expand your knowledge of international markets by analysing consumer behaviour, promoting products and services, building client relationships and business networks, and reporting on financial aspects of international business.
<b>Qualification Packaging Rules</b>	<p>Requiring 8 units for the qualification:</p> <ul style="list-style-type: none"> <li>▪ a minimum of 5 units from the International Business domain;</li> <li>▪ and 3 units from the Business Services Training Package or any other endorsed Training Package, of which a minimum of 2 units must be from a Diploma qualification, and 1 unit may be included from a Certificate IV or Advanced Diploma qualification;</li> <li>▪ units from other Training Packages must not duplicate units selected from the Business Services Training Package;</li> <li>▪ all units selected must contribute to and combine to form a work outcome.</li> </ul>

Unit Code	Unit Title	Nominal Hours
<b>International Business Units</b>		
BSBINT501A	Profile international markets	50
BSBINT502A	Analyse consumer behaviour for specific international markets	50
BSBINT505A	Build international client relationships	40
BSBINT506A	Build international business networks	40
BSBINT507A	Report on finances related to international business	50
BSBINT508A	Promote products and services to international markets	50
<b>Other Elective Units</b>		
BSBMGT509A	Manage a knowledge management system	40
BSBADM502A	Manage meetings	50
<b>TOTAL</b>		<b>370</b>

## Training Program 7: BSB61004 – Advanced Diploma of Occupational Health and Safety

<b>Qualification Title</b>	Advanced Diploma of Occupational Health and Safety
<b>Qualification Code</b>	BSB61004
<b>Qualification Summary</b>	This course will provide you with the practical skills and knowledge to work within the field of occupational health and safety as a manager. However, your role in this industry will vary depending on the organisation and the scope of your position. You will learn skills that will enable you to develop a systematic approach to managing occupational health and safety within the workplace. This will include conducting an OHS audit, and analysing and evaluating data obtained.
<b>Qualification Packaging Rules</b>	<p>Requiring 8 units for the qualification:</p> <ul style="list-style-type: none"> <li>▪ a minimum of 5 units from the OHS domain;</li> <li>▪ and 3 units from the Business Services Training Package or any other endorsed Training Package of which a minimum of 2 units must be from an Advanced Diploma qualification and 1 unit may be included from a Diploma qualification (note: these 3 units may be the units not yet chosen from the list of OHS units);</li> <li>▪ units from other Training Packages must not duplicate units selected from the Business Services Training Package;</li> <li>▪ all units selected must contribute to and combine to form a work outcome.</li> </ul>

Unit Code	Unit Title	Nominal Hours
<b>Occupational Health and Safety Units</b>		
BSBOHS601A	Develop a systematic approach to managing OHS	60
BSBOHS602A	Develop OHS information and data analysis and reporting and recording processes	50
BSBOHS603A	Analyse and evaluate OHS risk	40
BSBOHS606A	Develop and implement crisis management processes	50
BSBOHS608A	Conduct an OHS audit	60
BSBOHS609A	Evaluate an organisation's OHS performance	50
<b>Other Elective Units</b>		
BSBMGT602A	Contribute to the development and implementation of strategic plans	60
BSBMGT604A	Manage business operations	60
<b>TOTAL</b>		<b>430</b>