

Coding and numbering system for units of competency

The following information is drawn from the Business Services Training Package (BSB07).¹

Each unit of competency in BSB07 has a unique code. These codes have a consistent format and identify a range of information.

For example:

BSBCMM201A Communicate in the workplace

- first three letters (eg BSB) – identify the Training Package
 - BSB = Business Services
- next three letters (eg CMM) – identifies the competency field
 - CMM = Interpersonal Communication
- three numbers (eg 201) – identifies the number assigned to the unit of competency
- last letter (eg A) – indicates the version of the unit.

There are units of competency from a range of different competency fields of the Business Services Training Package (SIT07) included in the Business Services Curriculum Framework (2008).

The following codes are for the competency fields included in the Framework:

Code	Field	Code	Field
ADM	General Administration	LEG	Legal Services Administration
CMM	Interpersonal Communication	MED	Medical Services Administration
CUS	Customer Service	OHS	Occupational Health and Safety
DIV	Diversity	PRO	Product Skills and Advice
FIA	Financial Admin	PUR	Purchasing and Contracting
FLM	Frontline Management	SMB	Small and Micro Business
IND	Industry Context	SUS	Sustainability
INM	Information Management	WOR	Workplace Effectiveness
INN	Innovation	WRT	Writing
ITU	IT Use		

¹ DEST, 2007, *Business Services Training Package* (BSB07), Volume 1.