

## Comparison of the Business Services Curriculum Framework (2008) and BSB07 to the Business Services Curriculum Framework (2001) and BSB01

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

### Qualifications available in the Business Services Curriculum Framework (2008)

BSB07 Qualification code and title	Business Services Curriculum Framework (2008) HSC Course		
	Business Services (120 indicative hours)	Business Services (240 indicative hours)	Business Services Specialisation Study (60 or 120 or 180 indicative hours)
BSB20107 Certificate II in Business	SOA	✓	✓
BSB30107 Certificate III in Business	SOA	SOA	✓
BSB30407 Certificate III in Business Administration	SOA	SOA	✓
BSB31007 Certificate III in Business Administration (Legal)	✗	✗	✓
BSB31107 Certificate III in Business Administration (Medical)	✗	✗	✓
BSB31207 Certificate III in Frontline Management	✗	✗	✓

✓ – full qualification available through course

✗ – qualification not available through course

SOA – Statement of Attainment available through course

<sup>1</sup> DEEWR, 2007, *Business Services Training Package (BSB07)*, Volume 1.

**Summary mapping of BSB07 Training Package qualifications to BSB01 Training Package qualifications**

<b>BSB07 Qualification code and title</b>	<b>Relates to BSB01 Qualification</b>	<b>Nature of relationship</b>
BSB20107 Certificate II in Business	BSB20101 Certificate II in Business	Outcomes deemed as equivalent to BSB20101
BSB30107 Certificate III in Business	BSB30101 Certificate III in Business	Outcomes deemed as equivalent to BSB30101
BSB30407 Certificate III in Business Administration	BSB30201 Certificate III in Business Administration	Outcomes deemed as equivalent to BSB30201
BSB31007 Certificate III in Business Administration (Legal)	BSA30200 Certificate III in Business (Legal Administration)	Outcomes deemed as equivalent to BSA30200
BSB31107 Certificate III in Business Administration (Medical)	BSB30704 Certificate III in Business (Medical Administration)	Outcomes deemed as equivalent to BSB30704
BSB31207 Certificate III in Frontline Management	BSB30504 Certificate III in Business (Frontline Management)	Outcomes deemed as equivalent to BSB30504

**Summary mapping Units of competency available in the Business Services Curriculum Framework (2008)**

Business Services Curriculum Framework	Unit of competency		BSB07 unit relationship to BSB01	Changes between 2001 and 2008 Business Services Curriculum Frameworks
	BSB07	BSB01		
compulsory (120 & 240)	BSBCMM201A Communicate in the workplace	BSBCMN203A Communicate in the workplace	Unit updated and equivalent to BSBCMN203A – minor change.	<ul style="list-style-type: none"> <li>remains compulsory (120-hour &amp; 240-hour)</li> </ul>
compulsory (240) elective (120)	BSBCUS201A Deliver a service to customers	BSBCMN208A Deliver a service to customers BSBCMN209A Provide information to clients BSBCMN216A Create customer relationship BSBCMN217A Process customer feedback	New unit – based on, but not equivalent to: BSBCMN208A BSBCMN209A BSBCMN216A BSBCMN217A.	<ul style="list-style-type: none"> <li>new to Framework – elective (120-hour &amp; 240-hour)</li> </ul>
compulsory (240) elective (120)	BSBIND201A Work effectively in a business environment	BSBCMN201A Work effectively in a business environment	Unit updated and equivalent to BSBCMN201A – minor change.	<ul style="list-style-type: none"> <li>moved from compulsory to elective (120-hour)</li> <li>remains compulsory (240-hour)</li> </ul>
compulsory (240) elective (120)	BSBINM201A Process and maintain workplace information	BSBCMN206A Process and maintain workplace information	Unit updated and equivalent to BSBCMN206A.	<ul style="list-style-type: none"> <li>moved from compulsory to elective (120-hour)</li> <li>remains compulsory (240-hour)</li> </ul>
compulsory (120 & 240)	BSBOHS201A Participate in OHS processes	BSBCMN211A Participate in workplace safety procedures	Unit updated and equivalent to BSBCMN211A – minor change.	<ul style="list-style-type: none"> <li>remains compulsory (120-hour &amp; 240-hour)</li> </ul>
compulsory (240) elective (120)	BSBSUS201A Participate in environmentally sustainable work practices	BSBCMN109A Follow environmental work practices	New unit – based on, but not equivalent to BSBCMN109A.	<ul style="list-style-type: none"> <li>new to Framework – elective (120-hour), compulsory (240-hour)</li> </ul>

Business Services Curriculum Framework	Unit of competency		BSB07 unit relationship to BSB01	Changes between 2001 and 2008 Business Services Curriculum Frameworks
	BSB07	BSB01		
compulsory (240) elective (120)	BSBWOR202A Organise and complete daily work activities	BSBCMN202A Organise and complete daily work activities	Unit updated and equivalent to BSBCMN202A – minor change.	<ul style="list-style-type: none"> <li>• moved from compulsory to elective (120-hour)</li> <li>• remains compulsory (240-hour)</li> </ul>
compulsory (240) elective (120)	BSBWOR203A Work effectively with others	BSBCMN204A Work effectively with others	Unit updated and equivalent to BSBCMN204A – minor change.	<ul style="list-style-type: none"> <li>• moved from compulsory to elective (120-hour)</li> <li>• remains compulsory (240-hour)</li> </ul>
compulsory (120 & 240)	BSBWOR204A Use business technology	BSBCMN205A Use business technology	Unit updated and equivalent to BSBCMN205A.	<ul style="list-style-type: none"> <li>• remains compulsory (120-hour &amp; 240-hour)</li> </ul>
compulsory (120 & 240)	BSBCUS301A Deliver and monitor a service to customers	BSBCMN310A Deliver and monitor a service to customers	Unit updated and equivalent to BSBCMN310A.	<ul style="list-style-type: none"> <li>• moved from extension to elective (120-hour &amp; 240-hour)</li> </ul>
elective (120, 240 & SS)	BSBDIV301A Work effectively with diversity	BSBCMN315A Work effectively with diversity	Unit updated and equivalent to BSBCMN315A.	<ul style="list-style-type: none"> <li>• new to Framework – elective (120-hour, 240-hour &amp; SS)</li> </ul>
elective (120, 240 & SS)	BSBFIA301A Maintain financial records	BSBCMN308A Maintain financial records	Unit updated and equivalent to BSBCMN308A.	<ul style="list-style-type: none"> <li>• moved from extension to elective (120-hour, 240-hour &amp; SS)</li> </ul>
elective (120, 240 & SS)	BSBFIA302A Process payroll	BSBADM308A Process payroll	Unit updated and equivalent to BSBADM308A.	<ul style="list-style-type: none"> <li>• new to Framework – elective (120-hour, 240-hour &amp; SS)</li> </ul>
elective (120, 240 & SS)	BSBFIA303A Process accounts payable and receivable	BSBADM309A Process accounts payable and receivable	Unit updated and equivalent to BSBADM309A.	<ul style="list-style-type: none"> <li>• new to Framework – elective (120-hour, 240-hour &amp; SS)</li> </ul>
elective (120, 240 & SS)	BSBFIA304A Maintain a general ledger	BSBADM310A Maintain a general ledger	Unit updated and equivalent to BSBADM310A.	<ul style="list-style-type: none"> <li>• new to Framework – elective (120-hour, 240-hour &amp; SS)</li> </ul>

Business Services Curriculum Framework	Unit of competency		BSB07 unit relationship to BSB01	Changes between 2001 and 2008 Business Services Curriculum Frameworks
	BSB07	BSB01		
elective (120, 240 & SS)	BSBADM302B Produce texts from notes	BSBADM302A Produce texts from notes	Unit updated and equivalent to BSBADM302A.	<ul style="list-style-type: none"> <li>new to Framework – elective (120-hour, 240-hour &amp; SS)</li> </ul>
elective (120, 240 & SS)	BSBADM303B Produce texts from audio transcription	BSBADM303A Produce texts from audio transcription	Unit updated and equivalent to BSBADM303A.	<ul style="list-style-type: none"> <li>new to Framework – elective (120-hour, 240-hour &amp; SS)</li> </ul>
elective (120, 240 & SS)	BSBADM307B Organise schedules	BSBADM307A Organise schedules	Unit updated and equivalent to BSBADM307A.	<ul style="list-style-type: none"> <li>moved from extension to elective (120-hour, 240-hour &amp; SS)</li> </ul>
elective (120, 240 & SS)	BSBADM311A Maintain business resources	BSBCM307A Maintain business resources	Unit updated and equivalent to BSBCM307A – minor changes.	<ul style="list-style-type: none"> <li>remains elective (120-hour)</li> <li>moved from compulsory to elective (240-hour)</li> <li>elective (SS)</li> </ul>
elective (120, 240 & SS)	BSBINM202A Handle mail	BSBCM212A Handle mail	Unit updated and equivalent to BSBCM212A – minor changes.	<ul style="list-style-type: none"> <li>moved from compulsory to elective (120-hour &amp; 240-hour)</li> <li>elective (SS)</li> </ul>
elective (120, 240 & SS)	BSBINM301A Organise workplace information	BSBCM305A Organise workplace information	Unit updated and equivalent to BSBCM305A.	<ul style="list-style-type: none"> <li>moved from extension to elective (120-hour &amp; 240-hour)</li> <li>elective (SS)</li> </ul>
elective (120, 240 & SS)	BSBINM302A Utilise a knowledge management system	BSBCM314A Utilise a knowledge management system	Unit updated and equivalent to BSBCM314A – minor changes.	<ul style="list-style-type: none"> <li>new to Framework – elective (120-hour, 240-hour &amp; SS)</li> </ul>
elective (120, 240 & SS)	BSBINN201A Contribute to workplace innovation	BSBCM301A Exercise initiative in a business environment	New unit – based on but not equivalent to BSBCM301A.	<ul style="list-style-type: none"> <li>moved from extension to elective (120-hour, 240-hour &amp; SS)</li> </ul>

Business Services Curriculum Framework	Unit of competency		BSB07 unit relationship to BSB01	Changes between 2001 and 2008 Business Services Curriculum Frameworks
	BSB07	BSB01		
elective (120, 240 & SS)	BSBINN301A Promote innovation in a team environment	–	New unit – no equivalent in BSB01.	• new to Framework – elective (120-hour, 240-hour & SS)
elective (120, 240 & SS)	BSBCM301A Process customer complaints	BSBCM316A Process customer complaints	Unit updated and equivalent to BSBCM316A.	• new to Framework – elective (120-hour, 240-hour & SS)
elective (120, 240 & SS)	BSBITU102A Develop keyboard skills	BSBCM108A Develop keyboard skills	Unit updated and equivalent to BSBCM108A.	• new to Framework – elective (120-hour, 240-hour & SS)
elective (120, 240 & SS)	BSBITU201A Produce simple work processed documents	BSBCM213A Produce simple work processed documents	Unit updated and equivalent to BSBCM213A.	• moved from compulsory to elective (120-hour, 240-hour & SS)
elective (120, 240 & SS)	BSBITU202A Create and use spreadsheets	BSBCM214A Create and use spreadsheets	Unit updated and equivalent to BSBCM214A.	• moved from compulsory to elective (120-hour, 240-hour & SS)
elective (120, 240 & SS)	BSBITU203A Communicate electronically	–	New unit – no equivalent in BSB01.	• new to Framework – elective (120-hour, 240-hour & SS)
elective (120, 240 & SS)	BSBITU301A Create and use databases	BSBADM305A Create and use databases	Unit updated and equivalent to BSBADM305A.	• new to Framework – elective (120-hour, 240-hour & SS)
elective (120, 240 & SS)	BSBITU302A Create electronic presentations	BSBADM306A Create electronic presentations	Unit updated and equivalent to BSBADM306A.	• moved from extension to elective (120-hour, 240-hour & SS)
elective (120, 240 & SS)	BSBITU303A Design and produce text documents	–	New unit – no equivalent in BSB01.	• new to Framework – elective (120-hour, 240-hour & SS)
elective (120, 240 & SS)	BSBITU304A Produce spreadsheets	–	New unit – no equivalent in BSB01.	• new to Framework – elective (120-hour, 240-hour & SS)

Business Services Curriculum Framework	Unit of competency		BSB07 unit relationship to BSB01	Changes between 2001 and 2008 Business Services Curriculum Frameworks
	BSB07	BSB01		
elective (120, 240 & SS)	BSBITU305A Conduct online transactions	BSBEBUS304A Buy online BSBEBUS305A Sell online BSBEBUS306A Make payments online BSBEBUS307A Bank online BSBEBUS404A Trade online BSBEBUS405A Conduct online financial transactions	New unit – based on, but not equivalent to: BSBEBUS304A BSBEBUS305A BSBEBUS306A BSBEBUS307A BSBEBUS404A BSBEBUS405A.	<ul style="list-style-type: none"> <li>new to Framework – elective (120-hour, 240-hour &amp; SS)</li> </ul>
elective (120, 240 & SS)	BSBITU306A Design and produce business documents	BSBCM306A Produce business documents	Unit updated and equivalent to BSBCM306A.	<ul style="list-style-type: none"> <li>moved from extension to elective (120-hour, 240-hour &amp; SS)</li> </ul>
elective (120, 240 & SS)	BSBITU307A Develop keyboarding speed and accuracy	–	New unit – no equivalent in BSB01.	<ul style="list-style-type: none"> <li>new to Framework – elective (120-hour, 240-hour &amp; SS)</li> </ul>
elective (120, 240 & SS)	BSBITU309A Produce desktop published documents	–	New unit – no equivalent in BSB01.	<ul style="list-style-type: none"> <li>new to Framework – elective (120-hour, 240-hour &amp; SS)</li> </ul>
elective (120, 240 & SS)	BSBPRO301A Recommend goods and services	BSBCM309A Recommend products and services	Unit updated and equivalent to BSBCM309A – minor change.	<ul style="list-style-type: none"> <li>moved from extension to elective (120-hour, 240-hour &amp; SS)</li> </ul>
elective (120, 240 & SS)	BSBPUR301B Purchase goods and services	BSBPUR301A Purchase goods and services	Unit updated and equivalent to BSBPUR301A.	<ul style="list-style-type: none"> <li>new to Framework – elective (120-hour, 240-hour &amp; SS)</li> </ul>

Business Services Curriculum Framework	Unit of competency		BSB07 unit relationship to BSB01	Changes between 2001 and 2008 Business Services Curriculum Frameworks
	BSB07	BSB01		
elective (120, 240 & SS)	BSBSMB201A Identify suitability for micro business	–	New unit – no equivalent in BSB01.	<ul style="list-style-type: none"> <li>new to Framework – elective (120-hour, 240-hour &amp; SS)</li> </ul>
elective (120, 240 & SS)	BSBSUS301A Implement and monitor environmentally sustainable work practices	BSBSBM301A Research business opportunities	New unit – based on , but not equivalent to BSBSBM301A.	<ul style="list-style-type: none"> <li>new to Framework – elective (120-hour, 240-hour &amp; SS)</li> </ul>
elective (120, 240 & SS)	BSBWOR301A Organise personal work priorities and development	BSBCMN302A Organise personal work priorities and development	Unit updated and equivalent to BSBCMN302A – minor change.	<ul style="list-style-type: none"> <li>moved from extension to elective (120-hour, 240-hour &amp; SS)</li> </ul>
elective (120, 240 & SS)	BSBWOR302A Work effectively as an offsite worker	BSBEBUS310A Work effectively as an off-site e-worker	Unit updated and equivalent to BSBEBUS310A.	<ul style="list-style-type: none"> <li>new to Framework – elective (120-hour, 240-hour &amp; SS)</li> </ul>
elective (120, 240 & SS)	BSBWRT301A Write simple documents	BSBCMN318A Write simple documents	Unit updated and equivalent to BSBCMN318A.	<ul style="list-style-type: none"> <li>new to Framework – elective (120-hour, 240-hour &amp; SS)</li> </ul>
elective (120, 240 & SS)	FNSICGEN305A Maintain daily financial/business records	N/A	Unit imported from Financial Services Training Package.	<ul style="list-style-type: none"> <li>new to Framework – elective (120-hour, 240-hour &amp; SS)</li> </ul>
elective (120, 240 & SS)	HLTFA301B Apply first aid	N/A	Unit imported from Health Training Package.	<ul style="list-style-type: none"> <li>new to Framework – elective (120-hour, 240-hour &amp; SS)</li> </ul>
elective (SS)	BSBFLM303C Contribute to effective workplace relationships	BSBFLM303B Contribute to effective workplace relationships	Unit updated and equivalent to BSBFLM303B.	<ul style="list-style-type: none"> <li>was elective in extension, remains elective (SS)</li> </ul>
elective (SS)	BSBFLM305C Support operational plan	BSBFLM305B Support operational plan	Unit updated and equivalent to BSBFLM305B.	<ul style="list-style-type: none"> <li>new to Framework – elective (SS)</li> </ul>

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	BSB07	BSB01		
elective (SS)	BSBFLM306C Provide workplace information and resourcing plans	BSBFLM306B Provide workplace information and resourcing plans	Unit updated and equivalent to BSBFLM306B.	<ul style="list-style-type: none"> <li>new to Framework – elective (SS)</li> </ul>
elective (SS)	BSBFLM309C Support continuous improvement systems and processes	BSBFLM309B Support continuous improvement systems and processes	Unit updated and equivalent to BSBFLM309B.	<ul style="list-style-type: none"> <li>new to Framework – elective (SS)</li> </ul>
elective (SS)	BSBFLM311C Support a workplace learning environment	BSBFLM311B Support a workplace learning environment	Unit updated and equivalent to BSBFLM311B.	<ul style="list-style-type: none"> <li>new to Framework – elective (SS)</li> </ul>
elective (SS)	BSBFLM312B Contribute to team effectiveness	BSBFLM312A Contribute to team effectiveness	Unit updated and equivalent to BSBFLM312A.	<ul style="list-style-type: none"> <li>new to Framework – elective (SS)</li> </ul>
elective (SS)	BSBINM303A Handle receipt and despatch of information	BSALR301A Handle receipt and despatch of information	Unit updated and equivalent to BSALR301A.	<ul style="list-style-type: none"> <li>new to Framework – elective (SS)</li> </ul>
elective (SS)	BSBLEG301A Apply knowledge of the legal system to complete tasks	BSALPP301A Apply knowledge of the legal system to complete tasks	Unit updated and equivalent to BSALPP301A.	<ul style="list-style-type: none"> <li>new to Framework – elective (SS)</li> </ul>
elective (SS)	BSBLEG302A Carry out search of the public record	BSALPP302A Carry out search of the public record	Unit updated and equivalent to BSALPP302A.	<ul style="list-style-type: none"> <li>new to Framework – elective (SS)</li> </ul>
elective (SS)	BSBLEG303A Deliver court documentation	BSALPP303A Deliver court documentation	Unit updated and equivalent to BSALPP303A.	<ul style="list-style-type: none"> <li>new to Framework – elective (SS)</li> </ul>

Business Services Curriculum Framework	Unit of competency		BSB07 unit relationship to BSB01	Changes between 2001 and 2008 Business Services Curriculum Frameworks
	BSB07	BSB01		
elective (SS)	BSBLEG304A Apply the principles of confidentiality and security within the legal environment	BSACS301A Apply the principles of confidentiality and security within the legal environment	Unit updated and equivalent to BSACS301A.	<ul style="list-style-type: none"> <li>new to Framework – elective (SS)</li> </ul>
elective (SS)	BSBLEG305A Use legal terminology in order to carry out tasks	BSALC301A Use legal terminology in order to carry out tasks	Unit updated and equivalent to BSALC301A.	<ul style="list-style-type: none"> <li>new to Framework – elective (SS)</li> </ul>
elective (SS)	BSBLEG306A Maintain records for time and disbursements in a legal practice	BSALF301A Maintain records for time and disbursements in a legal practice	Unit updated and equivalent to BSALF301A	<ul style="list-style-type: none"> <li>new to Framework – elective (SS)</li> </ul>
elective (SS)	BSBLEG308A Assist in prioritising and planning activities in a legal practice	BSALO301A Assist in prioritising and planning activities in a legal practice	Unit updated and equivalent to BSALO301A	<ul style="list-style-type: none"> <li>new to Framework – elective (SS)</li> </ul>
elective (SS)	BSBMED301B Interpret and apply medical terminology appropriately	BSBMED301A Interpret and apply medical terminology appropriately	Unit updated and equivalent to BSBMED301A – minor change.	<ul style="list-style-type: none"> <li>new to Framework – elective (SS)</li> </ul>
elective (SS)	BSBMED302B Prepare and process medical accounts	BSBMED302A Prepare and process medical accounts	Unit updated and equivalent to BSBMED302A – minor change	<ul style="list-style-type: none"> <li>was elective in extension, remains elective (SS)</li> </ul>
elective (SS)	BSBMED303B Maintain patient records	BSBMED303A Maintain patient records	Unit updated and equivalent to BSBMED303A – minor change.	<ul style="list-style-type: none"> <li>new to Framework – elective (SS)</li> </ul>
elective (SS)	BSBMED304B Assist in controlling stocks and supplies	BSBMED304A Assist in controlling stocks and supplies	Unit updated and equivalent to BSBMED304A.	<ul style="list-style-type: none"> <li>new to Framework – elective (SS)</li> </ul>

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	BSB07	BSB01		
elective (SS)	BSBMED305B Apply the principles of confidentiality, privacy and security within the medical environment	BSBMED305A Apply the principles of confidentiality, privacy and security within the medical environment	Unit updated and equivalent to BSBMED305A.	<ul style="list-style-type: none"> <li>was elective in extension, remains elective (SS)</li> </ul>
elective (SS)	BSBCMN311B Maintain workplace safety	BSBCMN311A Maintain workplace safety	Unit updated and equivalent to BSBCMN311A.	<ul style="list-style-type: none"> <li>new to Framework – elective (SS)</li> </ul>
elective (SS)	BSBOHS306B Contribute to implementing emergency prevention activities and response procedures	BSBOHS306A Contribute to implementing emergency prevention activities and response procedures	Unit updated and equivalent to BSBOHS306A.	<ul style="list-style-type: none"> <li>new to Framework – elective (SS)</li> </ul>
elective (SS)	BSBOHS407A Monitor a safe workplace	BSBCMN411A Monitor a safe workplace	Unit updated and equivalent to BSBCMN411A – minor change.	<ul style="list-style-type: none"> <li>new to Framework – elective (SS)</li> </ul>