Business Services Curriculum Framework

Sample scope and sequence of units of competency to meet HSC course requirements and qualification packaging rules

The selection of units of competency should be undertaken under the guidance of the RTO to ensure that the RTO has scope to deliver them.

Units of competency contained in the Framework can be delivered by RTOs with the scope and appropriately accredited teachers and facilities. Teachers should seek advice from their school system/sector authority regarding which qualifications and units of competency they are qualified to deliver.

Guidelines regarding the selection of units of competency for qualification outcomes are provided in Section 15 of Part A of the Syllabus. Teachers should consult this document, along with Part B, when selecting units of competency.

The following example has been developed as a model which meets HSC course indicative hour requirements and qualification packaging rules for one qualification available in the Framework. The model is an example of one approach and the model is not prescriptive.
Example: **Business Services**

This scope and sequence is for the delivery of Business Services (240 indicative hours) over two years.

The possible qualification outcome is:
- Certificate II in Business Services (BSB20107)

**YEAR 11**

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<td>FNSICGEN305A Maintain daily financial/business records (20)</td>
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