



Business Services Curriculum Framework Modification History

All modifications that have been made to the Business Services Curriculum Framework (2008) are outlined below. To access the current version of the syllabus go to the Board of Studies website at www.boardofstudies.nsw.edu.au/syllabus_hsc/business-services.html

Date	Section in Syllabus	Location	Page(s)	Change(s) to be made	
July 2009	Part A of the Syllabus	Sections 8 & 15	24 & 68	Correct the unit code for <i>Maintain daily financial/business records</i> from <i>FNSICGEN305A</i> to <i>FNSICGEN305B</i> .	
		Section 15	47 & 52	Add <i>BSBIPR301A Comply with organisational requirements for protection and use of intellectual property</i> to the <i>BSB30107 Certificate III in Business</i> and <i>BSB30407 Certificate III in Business Administration</i> qualifications as an elective unit of competency.	
	Part B of the Syllabus	Introduction			
		Index	6	Correct the unit code for <i>Maintain daily financial/business records</i> from <i>FNSICGEN305A</i> to <i>FNSICGEN305B</i> .	
		BSBOHS201A Participate in OHS processes			
		Critical aspects for assessment and evidence required to demonstrate competency in this unit	49	Add the following dot point: <ul style="list-style-type: none"> knowledge of relevant materials, equipment and work processes. 	
		Range Statement – Safety procedures	51–52	Add the following dot point after the fourth point: <ul style="list-style-type: none"> following OH&S guidelines relevant to workplace. Replace the word ‘medical’ with ‘work’ in the stem of the fifth dot point. Add the following dot point after the fifth point: <ul style="list-style-type: none"> using and storing toxic and hazardous materials correctly. 	

Date	Section in Syllabus	Location	Page(s)	Change(s) to be made
July 2009 cont/d	Part B of the Syllabus cont/d	Range Statement – Safety procedures cont/d	51–52	<p>Delete the sixth and seventh dot point and sub points:</p> <ul style="list-style-type: none"> • keeping reception and work areas clean in a medical environment, such as: <ul style="list-style-type: none"> - attending to spillages and breakages promptly - cleaning and sanitising floor and bench surfaces - cleaning and tidying toilets and lunch room - keeping access routes clear and free of clutter - laundering linen - placing files in appropriate trays/locations - preparing examination rooms for patients - processing patient notes/records/files/reports/results promptly • tidying brochures, magazines and other display materials <p>and, replace with the following:</p> <ul style="list-style-type: none"> • keeping workplace clean and tidy. <p>Add the following dot points after the eighth point:</p> <ul style="list-style-type: none"> • displaying health and safety brochures, magazines and other material • undergoing operator training when using new equipment or processes. <p>Delete the last dot point:</p> <ul style="list-style-type: none"> • variances in different workplaces.
		Range Statement – Designated persons	54	<p>Delete the third dot point and sub points:</p> <ul style="list-style-type: none"> • specialist personnel in a medical setting: <ul style="list-style-type: none"> - doctor - nurse - practice manager <p>Add the following three dot points:</p> <ul style="list-style-type: none"> • managers • team leaders • other persons authorised or nominated by the enterprise or industry.
		Range Statement – Hazards	55	<p>Delete the fourth dot point:</p> <ul style="list-style-type: none"> • or a combination of these <p>and replace with the following:</p> <ul style="list-style-type: none"> • potential harm in terms of human injury or ill health including: <ul style="list-style-type: none"> - toxic or hazardous materials - hazardous work processes - unsafe work practices - hazardous equipment - unstable personnel.

Date	Section in Syllabus	Location	Page(s)	Change(s) to be made
July 2009 cont/d	Part B of the Syllabus cont/d	Range Statement – Emergency incidents	56	Add the following two dot points after the third dot point: <ul style="list-style-type: none"> • flood • sudden illness
		BSBITU301A Create and use databases		
		Performance criteria 1.1	182	Delete the word ‘relational’.
		BSBITU302A Create electronic presentations		
		Critical aspects for assessment and evidence required to demonstrate competency in this unit	185	Delete the last dot point: <ul style="list-style-type: none"> • delivering presentations using an electronic presentation prepared by the candidate.