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](http://www.boardofstudies.nsw.edu.au/syllabus_hsc/business-services.html)

<table>
<thead>
<tr>
<th>Date</th>
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</tr>
</thead>
<tbody>
<tr>
<td>July 2009</td>
<td>Part A of the Syllabus</td>
<td>Sections 8 &amp; 15</td>
<td>24 &amp; 68</td>
<td>Correct the unit code for <em>Maintain daily financial/business records</em> from FNSICGEN305A to FNSICGEN305B.</td>
</tr>
<tr>
<td></td>
<td>Section 15</td>
<td></td>
<td>47 &amp; 52</td>
<td>Add BSBIPR301A Comply with organisational requirements for protection and use of intellectual property to the BSB30107 Certificate III in Business and BSB30407 Certificate III in Business Administration qualifications as an elective unit of competency.</td>
</tr>
<tr>
<td>Part B of the Syllabus</td>
<td>Introduction</td>
<td>Index</td>
<td>6</td>
<td>Correct the unit code for <em>Maintain daily financial/business records</em> from FNSICGEN305A to FNSICGEN305B.</td>
</tr>
</tbody>
</table>
|            | BSBOHS201A Participate in OHS processes | Critical aspects for assessment and evidence required to demonstrate competency in this unit | 49      | Add the following dot point:  
  - knowledge of relevant materials, equipment and work processes.                                                                                                                                                    |
|            |                     | Range Statement – Safety procedures | 51–52   | Add the following dot point after the fourth point:  
  - 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:  
  - using and storing toxic and hazardous materials correctly. |
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| July 2009  | Part B of the Syllabus | Range Statement – Safety procedures cont/d | 51–52   | Delete the sixth and seventh dot point and sub points:  
- keeping reception and work areas clean in a medical environment, such as:  
  - 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  
- tiding brochures, magazines and other display materials  
and, replace with the following:  
- keeping workplace clean and tidy.  
Add the following dot points after the eighth point:  
- displaying health and safety brochures, magazines and other material  
- undergoing operator training when using new equipment or processes.  
Delete the last dot point:  
- variances in different workplaces.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|            |                     | Range Statement – Designated persons           | 54      | Delete the third dot point and sub points:  
- specialist personnel in a medical setting;  
  - doctor  
  - nurse  
  - practice manager  
Add the following three dot points:  
- managers  
- team leaders  
- other persons authorised or nominated by the enterprise or industry.                                                                                                                                                                                                                                                                                                                                                                                                                     |
|            |                     | Range Statement – Hazards                      | 55      | Delete the fourth dot point:  
- or a combination of these  
and replace with the following:  
- potential harm in terms of human injury or ill health including:  
  - toxic or hazardous materials  
  - hazardous work processes  
  - unsafe work practices  
  - hazardous equipment  
  - unstable personnel.                                                                                                                                                                                                                                                                                                                                                                                                                     |
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<tr>
<td>July 2009 cont/d</td>
<td>Part B of the Syllabus cont/d</td>
<td>Range Statement – Emergency incidents</td>
<td>56</td>
<td>Add the following two dot points after the third dot point:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• flood</td>
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<td></td>
<td></td>
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<td>• sudden illness</td>
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<td><strong>BSBITU301A Create and use databases</strong></td>
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<td></td>
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<td><strong>Performance criteria 1.1</strong></td>
</tr>
<tr>
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<td></td>
<td></td>
<td>182</td>
<td>Delete the word ‘relational’.</td>
</tr>
<tr>
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<td></td>
<td></td>
<td><strong>BSBITU302A Create electronic presentations</strong></td>
</tr>
<tr>
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<td></td>
<td></td>
<td>185</td>
<td>Delete the last dot point:</td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td>• delivering presentations using an electronic presentation prepared by the candidate.</td>
</tr>
</tbody>
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