



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 [Business Services](#) syllabus go to the Board of Studies website.

Date	Section in Syllabus	Location	Page(s)	Change(s) made
November 2011 (BSB07v5)	Part A of the Syllabus	Sections 7 & 8	12, 16, 19 & 25	Update to the qualification code for Certificate III in Business from BSB30107 to BSB30110.
		Sections 7, 8 & 15	12 & 25	Deletion of the qualification BSB31207 Certificate III in Frontline Management.
		Sections 8 & 15	21 & 44	BSBITU302B <i>Create electronic presentations</i> replaces BSBITU302A <i>Create electronic presentations</i> .
			22 & 45	Addition of the unit of competency BSBOHS301B <i>Apply knowledge of OHS legislation in the workplace</i> (15 HSC indicative hours) to the HSC elective pool (Table 3) with nil prerequisites.
			26 & 46	BSBFLM312C <i>Contribute to team effectiveness</i> replaces BSBFLM312B <i>Contribute to team effectiveness</i> .
		Section 13.1.3	34	Text for school-based trainees updated.
		Section 15	41	Deletion of the text for the qualification packaging rules which are now available from the Business Services Training Package (BSB07) at www.training.gov.au and in a separate document on the Board's website at www.boardofstudies.nsw.edu.au/syllabus_hsc/business-services.html .
			42-47	Updates to the qualification packaging rules summary and status of units of competency in Table 6 (previously Table 7) <i>Status of units of competency from the HSC courses for the AQF VET qualifications in the Framework</i> .

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November 2011 cont/d	Part A of the Syllabus cont/d	multiple	–	VET Quality Framework [formerly referred to as the Australian Quality Training Framework (AQTF)] – term and associated text updated. www.training.gov.au replaces www.ntis.gov.au.
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. Delete the sixth and seventh dot point and sub points: <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 and, replace with the following: <ul style="list-style-type: none"> keeping workplace clean and tidy. 		

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July 2009 cont/d	Part B of the Syllabus cont/d	Range Statement – Safety procedures cont/d	51–52	Add the following dot points after the eighth point: <ul style="list-style-type: none"> • displaying health and safety brochures, magazines and other material • undergoing operator training when using new equipment or processes. Delete the last dot point: <ul style="list-style-type: none"> • variances in different workplaces. 	
		Range Statement – Designated persons	54	Delete the third dot point and sub points: <ul style="list-style-type: none"> • specialist personnel in a medical setting; — doctor — nurse — practice manager Add the following three dot points: <ul style="list-style-type: none"> • managers • team leaders • other persons authorised or nominated by the enterprise or industry. 	
		Range Statement – Hazards	55	Delete the fourth dot point: <ul style="list-style-type: none"> • or a combination of these and replace with the following: <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. 	
		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. 	