

Qualifications: Business

- **BSB10120 Certificate I in Workplace Skills**
Qualification requirement: 2 core and 4 electives
- **BSB20120 Certificate II in Workplace Skills**
Qualification requirement: 5 core and 5 electives
- **BSB30120 Certificate III in Business**
Qualification requirement: 6 core and 7 electives
- **BSB40120 Certificate IV in Business**
Qualification requirement: 6 core and 6 electives
- **BSB50120 Diploma of Business**
Qualification requirement: 5 core and 7 electives
- **BSB560120 Advanced Diploma of Business**
Qualification requirement: 5 core and 5 electives

Qualifications: Leadership and Management

- **BSB40520 Certificate IV in Leadership and Management**
Qualification requirement: 5 core and 7 electives
- **BSB50420 Diploma of Leadership and Management**
Qualification requirement: 6 core and 6 electives
- **BSB60420 Advanced Diploma of Leadership and Management**
Qualification requirement: 5 core and 5 electives

For pricing, see below.

For titles, refer to the relevant columns on pages 6–8.

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ISBN	Code	TP Release*	Title	BSB10120	BSB20120	BSB30120	BSB40120	BSB40520 L+M	BSB50120	BSB50420 L+M	BSB60120	BSB60420 L+M	Office use	Quantities by item	
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978 1 76075 910 0	BSBCMM211	R7	Apply communication skills	E	C								BBCMM211	<input type="checkbox"/>	
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978 1 76075 652 9	BSBCRT412	R7	Articulate, present and debate ideas			E (C)	E (B)	E (B)	E (C)				BBCRT412	<input type="checkbox"/>	
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978 1 76075 660 4	BSBCRT611	R7	Apply critical thinking for complex problem solving						E (C)		C	C	BBCRT601	<input type="checkbox"/>	
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978 1 76075 930 8	BSBHRM413	R7	Support the learning and development of teams and individuals				E (B)						BBHRM413	<input type="checkbox"/>	
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978 1 76075 938 4	BSBLDR412	R7	Communicate effectively as a workplace leader					E (A)					BBLDR412	<input type="checkbox"/>	
978 1 76075 684 0	BSBLDR413	R7	Lead effective workplace relationships					C					BBLDR413	<input type="checkbox"/>	
978 1 76075 942 1	BSBLDR414	R7	Lead team effectiveness					E (A)					BBLDR414	<input type="checkbox"/>	
978 1 76075 688 8	BSBLDR522	R7	Manage people performance						E (B)	E			BBLDR522	<input type="checkbox"/>	
978 1 76075 692 5	BSBLDR523	R7	Lead and manage effective workplace relationships						E (B)	C			BBLDR523	<input type="checkbox"/>	
978 1 76075 696 3	BSBLDR601	R7	Lead and manage organisational change						E (C)		E (A)	C	BBLDR601	<input type="checkbox"/>	
978 1 76075 700 7	BSBLDR602	R7	Provide leadership across the organisation								E (B)	C	BBLDR602	<input type="checkbox"/>	
978 1 76075 986 5	BSBOPS101	R7	Use business resources	C									BBOPS101	<input type="checkbox"/>	
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978 1 76075 950 6	BSBOPS303	R7	Organise schedules			E (E)							BBOPS303	<input type="checkbox"/>	
978 1 76075 712 0	BSBOPS304	R7	Deliver and monitor a service to customers			E (D)							BBOPS304	<input type="checkbox"/>	
978 1 76075 716 8	BSBOPS401	R7	Coordinate business resources				E (C)	E (B)					BBOPS401	<input type="checkbox"/>	
978 1 76075 720 5	BSBOPS402	R7	Coordinate business operational plans				E (D)	C					BBOPS402	<input type="checkbox"/>	

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978 1 76075 954 4	BSBOPS403	R7	Apply business risk management processes				E (D)	E (A)						BBOPS403	<input type="checkbox"/>	
978 1 76075 958 2	BSBOPS404	R7	Implement customer service strategies				E (D)	E (B)	E (E)					BBOPS404	<input type="checkbox"/>	
978 1 76075 724 3	BSBOPS405	R7	Organise business meetings				E (C)	E (B)						BBOPS405	<input type="checkbox"/>	
978 1 76075 728 1	BSBOPS501	R7	Manage business resources						C	E				BBOPS501	<input type="checkbox"/>	
978 1 76075 732 8	BSBOPS502	R7	Manage business operational plans						E (A)	C				BBOPS502	<input type="checkbox"/>	
978 1 76075 736 6	BSBOPS504	R7	Manage business risk						E (A)	E	E (B)			BBOPS504	<input type="checkbox"/>	
978 1 76075 740 3	BSBOPS505	R7	Manage organisational customer service						E (E)	E	E (B)			BBOPS505	<input type="checkbox"/>	
978 1 76075 744 1	BSBOPS601	R7	Develop and implement business plans						E (A)		C	C		BBOPS601	<input type="checkbox"/>	
978 1 76075 990 2	BSBPEF101	R7	Plan and prepare for work rediness	C	E (C)									BBPEF101	<input type="checkbox"/>	
978 1 76075 748 9	BSBPEF201	R7	Support personal wellbeing in the workplace	E	E (A)	C								BBPEF201	<input type="checkbox"/>	
978 1 76075 752 6	BSBPEF202	R7	Plan and apply time management	E	C									BBPEF202	<input type="checkbox"/>	
978 1 76075 756 4	BSBPEF301	R7	Organise personal work priorities			E (B)								BBPEF301	<input type="checkbox"/>	
978 1 76075 760 1	BSBPEF302	R7	Develop self-awareness		E (A)	E (C)								BBPEF302	<input type="checkbox"/>	
978 1 76075 764 9	BSBPEF401	R7	Manage personal health and wellbeing				E (A)	E (B)	E (C)					BBPEF401	<input type="checkbox"/>	
978 1 76075 768 7	BSBPEF402	R7	Develop personal work priorities				E (A)	E (A)						BBPEF402	<input type="checkbox"/>	
978 1 76075 772 4	BSBPEF501	R7	Manage personal and professional development				E (B)		E (B)	E	E (B)	E		BBPEF501	<input type="checkbox"/>	
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978 1 76075 962 9	BSBSTR502	R7	Facilitate continuous improvement					E (A)	E (C)	E				BBSTR502	<input type="checkbox"/>	
978 1 76075 792 2	BSBSTR601	R7	Manage innovation and continuous improvement						E (C)		E (A)	C		BBSTR601	<input type="checkbox"/>	
978 1 76075 796 0	BSBSTR602	R7	Develop organisational strategies								E (A)	E		BBSTR602	<input type="checkbox"/>	
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978 1 76075 804 2	BSBSUS411	R7	Implement and monitor environmentally sustainable work practices				E (E)	E (B)						BBSUS411	<input type="checkbox"/>	
978 1 76075 808 0	BSBSUS511	R7	Develop workplace policies and procedures for sustainability				E (E)		C	E	E (B)			BBSUS511	<input type="checkbox"/>	
978 1 76075 812 7	BSBSUS601	R7	Lead corporate social responsibility						E (A)		C	E		BBSUS601	<input type="checkbox"/>	
978 1 76075 816 5	BSBTEC201	R7	Use business software applications		E (B)									BBTEC201	<input type="checkbox"/>	
978 1 76075 820 2	BSBTEC202	R7	Use digital technologies to communicate in a work environment		E (B)	E (A)								BBTEC202	<input type="checkbox"/>	
978 1 76075 824 0	BSBTEC301	R7	Design and produce business documents			E (A)								BBTEC301	<input type="checkbox"/>	

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978 1 76075 828 8	BSBTEC302	R7	Design and produce spreadsheets			E (A)							BBTEC302	<input type="checkbox"/>	
978 1 76075 832 5	BSBTEC404	R7	Use digital technologies to collaborate in a work environment			E (A)	C		E (F)				BBTEC404	<input type="checkbox"/>	
978 1 76075 836 3	BSBTEC601	R7	Review organisational digital strategy						E (F)		C	E	BBTEC601	<input type="checkbox"/>	
978 1 76075 840 0	BSBTWK301	R7	Use inclusive work practices			C							BBTWK301	<input type="checkbox"/>	
978 1 76075 844 8	BSBTWK401	R7	Build and maintain business relationships				C	E (A)	E (E)				BBTWK401	<input type="checkbox"/>	
978 1 76075 848 6	BSBTWK502	R7	Manage team effectiveness						E (B)	C			BBTWK502	<input type="checkbox"/>	
978 1 76075 966 7	BSBTWK503	R7	Manage meetings						E (A)	E			BBTWK503	<input type="checkbox"/>	
978 1 76075 852 3	BSBWHS211	R7	Contribute to the health and safety of self and others	E	C								BBWHS211	<input type="checkbox"/>	
978 1 76075 856 1	BSBWHS311	R7	Assist with maintaining workplace safety			C							BBWHS311	<input type="checkbox"/>	
978 1 76075 994 0	BSBWHS332X	R7	Apply infection prevention and control procedures to own work activity			E (B)							BBWHS332X	<input type="checkbox"/>	
978 1 76075 860 8	BSBWHS411	R7	Implement and monitor WHS policies, procedures and programs				C	E (A)					BBWHS411	<input type="checkbox"/>	
978 1 76075 970 4	BSBWHS521	R5	Ensure a safe workplace for a work area						E (D)	E	E (A)		BBWHS521	<input type="checkbox"/>	
978 1 76075 864 6	BSBWRT311	R7	Write simple documents			E (A)							BBWRT311	<input type="checkbox"/>	
978 1 76075 868 4	BSBWRT411	R7	Write complex documents				C	E (B)					BBWRT411	<input type="checkbox"/>	
978 1 76075 872 1	BSBXCM301	R4	Engage in workplace communication			C							BBXCM301	<input type="checkbox"/>	
978 1 76075 876 9	BSBXCM401	R4	Apply communication strategies in the workplace				C	C					BBXCM401	<input type="checkbox"/>	
978 1 76075 880 6	BSBXCM501	R4	Lead communication in the workplace						C	E	E (B)	E	BBXCM501	<input type="checkbox"/>	
978 1 76075 974 2	BSBXCS303	R6	Securely manage personally identifiable information and workplace information			E (A)							BBXCS303	<input type="checkbox"/>	
978 1 76075 978 0	BSBXCS401	R6	Maintain security of digital devices				E (G)						BBXCS401	<input type="checkbox"/>	
978 1 76075 884 4	BSBXCS402	R6	Promote workplace cyber security awareness and practices				E (G)		E (F)				BBXCS402	<input type="checkbox"/>	
978 1 76075 982 7	BSBXCS403	R6	Contribute to cyber security threat assessments				E (G)						BBXCS403	<input type="checkbox"/>	
978 1 76075 888 2	BSBXDB301	R4	Respond to the service needs of customers and clients with disability			E (D)							BBXDB301	<input type="checkbox"/>	
978 1 76075 892 9	BSBXDB501	R4	Support staff members with disability in the workplace				E (B)		E (B)	E	E (A)		BBXDB501	<input type="checkbox"/>	
978 1 76075 902 5	BSBXTW301	R4	Work in a team			E (C)							BBXTW301	<input type="checkbox"/>	
978 1 76075 896 7	BSBXTW401	R4	Lead and facilitate a team				E (B)	C					BBXTW401	<input type="checkbox"/>	
978 1 76075 531 7	FSKDIGO02	R2	Use digital technology for routine and simple workplace tasks	E									FSDIGO02	<input type="checkbox"/>	
978 1 76075 567 6	FSKLRG011	R2	Use routine strategies for work-related learning	E									FSLRG011	<input type="checkbox"/>	

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