BSB: Business Services

TRAINING PACKAGE

Version 8.1

WA NOMINAL HOURS GUIDE

Introduction

This Guide has been generated to enable the stakeholders in this Training Package in Western Australia to participate in the managed implementation of the National BSB Business Services Training Package.

This Guide is designed to aid Registered Training Organisations (RTOs) to convert from existing Training Package qualifications to new Training Package qualifications within the scope of their training delivery.

The Guide should be read in conjunction with the endorsed components of the Training Package.

Version 8.1 of the BSB Business Services Training Package was released by Training.Gov.Au (TGA) on the 03/07/2025.

Transition Arrangements

Registered Training Organisations (RTOs) are required to deliver Training Package qualifications in accordance with the Standards for RTOs. For further information visit the Training Accreditation Council website www.tac.wa.gov.au.

Nominal Hours

Nominal hours are the hours of training notionally required to achieve the outcomes of units of competency.

Nominal hours are identified for nationally endorsed qualifications. Nominal hours may vary for a qualification depending on the selection of units of competency.

In Western Australia, nominal hours are used as a mechanism for funding allocation.

Contact Details

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Qualifications and Nominal Hours

The following table provides a summary of the qualifications and nominal hours in the training package.

National Code	National Title	Nominal Hours
BSB10120	Certificate I in Workplace Skills	145
BSB20120	Certificate II in Workplace Skills	265
BSB30120	Certificate III in Business	445
BSB30220	Certificate III in Entrepreneurship and New Business	380
BSB30320	Certificate III in Legal Services	325
BSB30420	Certificate III in Library and Information Services	535
BSB30719	Certificate III in Work Health and Safety	274
BSB40120	Certificate IV in Business	530
BSB40320	Certificate IV in Entrepreneurship and New Business	445
BSB40420	Certificate IV in Human Resource Management	510
BSB40520	Certificate IV in Leadership and Management	460
BSB40620	Certificate IV in Legal Services	475
BSB40720	Certificate IV in Library and Information Services	625
BSB40820	Certificate IV in Marketing and Communication	535
BSB40920	Certificate IV in Project Management Practice	330
BSB41021	Certificate IV in Aboriginal and Torres Strait Islander Governance	490
BSB41419	Certificate IV in Work Health and Safety	470
BSB50120	Diploma of Business	610
BSB50320	Diploma of Human Resource Management	645
BSB50420	Diploma of Leadership and Management	665
BSB50520	Diploma of Library and Information Services	945
BSB50620	Diploma of Marketing and Communication	620
BSB50720	Diploma of Paralegal Services	605

BSB50820	Diploma of Project Management	530
BSB50920	Diploma of Quality Auditing	495
BSB51319	Diploma of Work Health and Safety	460
BSB60120	Advanced Diploma of Business	535
BSB60220	Advanced Diploma of Conveyancing	835
BSB60320	Advanced Diploma of Human Resource Management	560
BSB60420	Advanced Diploma of Leadership and Management	560
BSB60520	Advanced Diploma of Marketing and Communication	635
BSB60619	Advanced Diploma of Work Health and Safety	560
BSB60720	Advanced Diploma of Program Management	625
BSB80120	Graduate Diploma of Management (Learning)	505
BSB80220	Graduate Diploma of Portfolio Management	590
BSB80320	Graduate Diploma of Strategic Leadership	630

Skill Sets and Nominal Hours

The following table provides a summary of the skill sets and nominal hours in the training package.

National Code	National Title	Nominal Hours
BSBSS00091	Capture and Present Big Data Skill Set	165
BSBSS00092	Manage Big Data Skill Set	115
BSBSS00093	Cyber Security Threat Assessment and Risk Management Skill Set	50
BSBSS00094	Cyber Security Awareness Skill Set	120
BSBSS00095	Cross-Sector Infection Control Skill Set	25
BSBSS00096	Innovation Practice Skill Set	165
BSBSS00097	Innovation Leadership Skill Set	145
BSBSS00098	Marketing Foundations Skill Set	155
BSBSS00099	Communications and Public Relations Foundations Skill Set	190
BSBSS00100	Business Operations Support Skill Set	190
BSBSS00101	Business Operations Management Skill Set	295
BSBSS00102	Micro Business Skill Set	70
BSBSS00103	New Business Ventures Skill Set	130
BSBSS00104	Small Business Management Skill Set	200
BSBSS00105	Human Resources Foundations Skill Set	165
BSBSS00106	Introduction to Paralegal Services Skill Set	135
BSBSS00107	Marketing and Communication Foundations Skill Set	250
BSBSS00108	Marketing and Communication Skill Set	270
BSBSS00109	Introduction to Team Management Skill Set	200
BSBSS00110	Business Development Skill Set	220
BSBSS00111	Human Resources Advisor Skill Set	285
BSBSS00112	Workplace Technology Skill Set	145
BSBSS00113	Digital Business Administration Skill Set	240

BSBSS00114	Organisational Governance Skill Set	125
BSBSS00115	Copyright Management Skill Set	215
BSBSS00116	Campaign Management Skill Set	200
BSBSS00117	Diversity and Inclusion Skill Set	180
BSBSS00118	Procurement Manager Skill Set	230
BSBSS00119	Customer Service Skill Set	150
BSBSS00120	Administrative Assistant Skill Set	120
BSBSS00121	Medical Administration Skill Set	190
BSBSS00122	Compliance Skill Set	70
BSBSS00123	Records and Information Management Skill Set	270
BSBSS00124	Workplace IT Foundations Skill Set	90
BSBSS00125	Workplace Foundations Skill Set	55
BSBSS00126	Contact Centre Skill Set	115
BSBSS00127	Contact Centre Team Manager Skill Set	155
BSBSS00128	Lead Auditor Skill Set	160
BSBSS00129	Cross-Sector Mental Health and Organisational Disruption Skill Set	65
BSBSS00130	Workplace Cyber Security Foundations Skill Set	150
BSBSS00131	Workplace Cyber Security Threat and Risk Prevention Skill Set	200
BSBSS00132	Organisational Disruption Management Skill Set	190
BSBSS00133	Organisational Disruption Support Skill Set	110
BSBSS00134	Aboriginal and Torres Strait Islander Governance Foundations Skill Set	175

Units of Competency and Nominal Hours

The following table provides a summary of the units of competency and nominal hours in the training package.

National Code	National Title	Nominal Hours
BSBAUD411	Participate in quality audits	35
BSBAUD412	Work within compliance frameworks	25
BSBAUD511	Initiate quality audits	40
BSBAUD512	Lead quality audits	45
BSBAUD513	Report on quality audits	40
BSBAUD514	Interpret compliance requirements	20
BSBAUD515	Evaluate and review compliance	25
BSBAUD516	Develop and monitor processes for the management of breaches in compliance requirements	30
BSBAUD601	Establish and manage compliance management systems	45
BSBCMM211	Apply communication skills	35
BSBCMM411	Make presentations	30
BSBCMM412	Lead difficult conversations	35
BSBCMM511	Communicate with influence	55
BSBCNV511	Take instructions in relation to a conveyancing transaction	80
BSBCNV512	Finalise the conveyancing transaction	40
BSBCNV611	Interpret a legal document and provide advice in a conveyancing transaction	70
BSBCNV612	Identify and apply legal requirements for a conveyancing transaction	45
BSBCNV613	Prepare legal documents for a conveyancing transaction	70
BSBCNV614	Apply principles of trust accounting	40
BSBCNV615	Interpret search results for a conveyancing transaction	40
BSBCNV616	Comply with tax obligations in a conveyancing transaction	55
BSBCRT201	Develop and apply thinking and problem solving skills	25
BSBCRT311	Apply critical thinking skills in a team environment	45
BSBCRT411	Apply critical thinking to work practices	55

BSBCRT412	Articulate, present and debate ideas	40
BSBCRT413	Collaborate in creative processes	45
BSBCRT511	Develop critical thinking in others	45
BSBCRT512	Originate and develop concepts	30
BSBCRT611	Apply critical thinking for complex problem solving	55
BSBDAT201	Collect and record data	35
BSBDAT501	Analyse data	55
BSBESB301	Investigate business opportunities	25
BSBESB302	Develop and present business proposals	30
BSBESB303	Organise finances for new business ventures	50
BSBESB304	Determine resource requirements for new business ventures	25
BSBESB305	Address compliance requirements for new business ventures	45
BSBESB401	Research and develop business plans	45
BSBESB402	Establish legal and risk management requirements of new business ventures	55
BSBESB403	Plan finances for new business ventures	50
BSBESB404	Market new business ventures	45
BSBESB405	Manage compliance for small businesses	55
BSBESB406	Establish operational strategies and procedures for new business ventures	40
BSBESB407	Manage finances for new business ventures	50
BSBFIN301	Process financial transactions	25
BSBFIN302	Maintain financial records	55
BSBFIN401	Report on financial activity	45
BSBFIN501	Manage budgets and financial plans	65
BSBFIN502	Manage financial compliance	55
BSBFIN601	Manage organisational finances	70
BSBFIN801	Lead financial strategy development	90
BSBFNG401	Plan and chair Aboriginal and Torres Strait Islander organisation board meetings	55
BSBFNG402	Interact with Aboriginal and Torres Strait Islander organisation members and the community	30

BSBFNG403	Participate as a board member of an Aboriginal and Torres Strait Islander organisation	55
BSBFNG404	Maintain and protect cultural values in an Aboriginal and Torres Strait Islander organisation	60
BSBFNG405	Review and apply the constitution in an Aboriginal and Torres Strait Islander organisation	40
BSBFNG406	Assist in developing and implementing Aboriginal and Torres Strait Islander organisational policies	35
BSBFNG407	Oversee asset management in an Aboriginal and Torres Strait Islander organisation	35
BSBFNG408	Represent an Aboriginal and Torres Strait Islander organisation	40
BSBFNG409	Comply with Aboriginal and Torres Strait Islander organisation director obligations	50
BSBHRM411	Administer performance development processes	40
BSBHRM412	Support employee and industrial relations	40
BSBHRM413	Support the learning and development of teams and individuals	35
BSBHRM414	Use human resources information systems	55
BSBHRM415	Coordinate recruitment and onboarding	45
BSBHRM416	Process payroll	30
BSBHRM417	Support human resources functions and processes	40
BSBHRM521	Facilitate performance development processes	55
BSBHRM522	Manage employee and industrial relations	60
BSBHRM523	Coordinate the learning and development of teams and individuals	55
BSBHRM524	Coordinate workforce plan implementation	60
BSBHRM525	Manage recruitment and onboarding	60
BSBHRM526	Manage payroll	50
BSBHRM527	Coordinate human resource functions and processes	55
BSBHRM528	Coordinate remuneration and employee benefits	60
BSBHRM529	Coordinate separation and termination processes	55
BSBHRM530	Coordinate rehabilitation and return to work programs	30
BSBHRM531	Coordinate health and wellness programs	50
BSBHRM611	Contribute to organisational performance development	65
BSBHRM612	Contribute to the development of employee and industrial relations strategies	55
BSBHRM613	Contribute to the development of learning and development strategies	70

BSBHRM614	Contribute to strategic workforce planning	40
BSBHRM615	Contribute to the development of diversity and inclusion strategies	70
BSBINS201	Process and maintain workplace information	20
BSBINS202	Handle receipt and dispatch of information	15
BSBINS203	Assist with circulation services	50
BSBINS301	Develop and use information literacy skills	60
BSBINS302	Organise workplace information	20
BSBINS303	Use knowledge management systems	20
BSBINS304	Process and maintain information resources	50
BSBINS305	Participate in cataloguing activities	50
BSBINS306	Provide multimedia support	50
BSBINS307	Retrieve information from records	30
BSBINS308	Control records	35
BSBINS309	Maintain business records	25
BSBINS401	Analyse and present research information	40
BSBINS402	Coordinate workplace information systems	40
BSBINS403	Obtain information from external and networked sources	60
BSBINS404	Search library and information databases	50
BSBINS405	Use integrated library management systems	30
BSBINS406	Assist customers to access information	60
BSBINS407	Consolidate and maintain library industry knowledge	60
BSBINS408	Provide information from and about records	20
BSBINS409	Maintain and monitor digital information and records	50
BSBINS410	Implement records systems for small business	40
BSBINS501	Implement information and knowledge management systems	40
BSBINS502	Coordinate data management	45
BSBINS503	Monitor compliance with copyright and licence requirements	40
BSBINS504	Maintain digital repositories	50

BSBINS505	Provide subject access and classify material	100
BSBINS506	Implement lending and borrowing processes for collections	20
BSBINS507	Use advanced functions of integrated library management systems	100
BSBINS508	Research and analyse information to meet library customer needs	70
BSBINS509	Promote literature and reading	30
BSBINS510	Develop community and stakeholder relationships in a library environment	100
BSBINS511	Develop and promote library activities, events and public programs	55
BSBINS512	Monitor business records systems	35
BSBINS513	Contribute to records management framework	25
BSBINS514	Contribute to records retention and disposal schedule	50
BSBINS515	Participate in archiving activities	55
BSBINS516	Undertake cataloguing activities	100
BSBINS601	Manage knowledge and information	70
BSBINS602	Extend own information literacy skills to locate information	100
BSBINS603	Initiate and lead applied research	150
BSBINS604	Contribute to collection management	100
BSBLDR301	Support effective workplace relationships	35
BSBLDR411	Demonstrate leadership in the workplace	45
BSBLDR412	Communicate effectively as a workplace leader	35
BSBLDR413	Lead effective workplace relationships	40
BSBLDR414	Lead team effectiveness	45
BSBLDR521	Lead the development of diverse workforces	55
BSBLDR522	Manage people performance	65
BSBLDR523	Lead and manage effective workplace relationships	45
BSBLDR601	Lead and manage organisational change	55
BSBLDR602	Provide leadership across the organisation	60
BSBLDR811	Lead strategic transformation	70
BSBLDR812	Develop and cultivate collaborative partnerships and relationships	35

BSBLDR813	Lead and influence ethical practice	70
BSBLEG311	Work in a legal services environment	65
BSBLEG312	Carry out search of the public record	20
BSBLEG313	Lodge documents in a legal services environment	10
BSBLEG314	Protect information in a legal services environment	20
BSBLEG315	Assist in planning activities in a legal services environment	10
BSBLEG421	Apply understanding of the Australian legal system	65
BSBLEG422	Maintain a file in a legal services environment	45
BSBLEG423	Conduct simple legal research	35
BSBLEG424	Support the drafting of complex legal documents	80
BSBLEG425	Apply principles of legal project management	45
BSBLEG521	Conduct and apply legal research	35
BSBLEG522	Apply legal principles in contract law matters	60
BSBLEG523	Apply legal principles in tort law matters	60
BSBLEG524	Apply principles of evidence law in matters under litigation	60
BSBLEG525	Apply legal principles in intellectual property law matters	45
BSBLEG526	Apply legal principles in criminal law matters	60
BSBLEG527	Apply legal principles in family law matters	60
BSBLEG528	Apply legal principles in property law matters	60
BSBLEG529	Apply legal principles in corporation law matters	55
BSBLEG530	Apply legal principles in wills and probate matters	60
BSBLEG531	Apply legal principles in administrative law matters	45
BSBLEG532	Assist with court procedure	55
BSBLEG533	Support alternative dispute resolution processes	45
BSBLEG534	Take instructions in a legal services environment	35
BSBMED301	Interpret and apply medical terminology appropriately	40
BSBMED302	Prepare and process medical accounts	40
BSBMED303	Maintain patient records	40

BSBMED304	Assist in controlling stocks and supplies	20
BSBMED305	Apply the principles of confidentiality, privacy and security within the medical environment	10
BSBMED401	Manage patient recordkeeping system	40
BSBMKG431	Assess marketing opportunities	45
BSBMKG432	Research international markets	45
BSBMKG433	Undertake marketing activities	40
BSBMKG434	Promote products and services	35
BSBMKG435	Analyse consumer behaviour	55
BSBMKG436	Design and test direct marketing activities	55
BSBMKG437	Create and optimise digital media	45
BSBMKG438	Implement and monitor advertising production	35
BSBMKG439	Develop and apply knowledge of communications industry	55
BSBMKG440	Apply marketing communication across a convergent industry	65
BSBMKG441	Develop public relations documents	70
BSBMKG442	Conduct e-marketing communications	30
BSBMKG541	Identify and evaluate marketing opportunities	65
BSBMKG542	Establish and monitor the marketing mix	55
BSBMKG543	Plan and interpret market research	65
BSBMKG544	Plan and monitor direct marketing activities	45
BSBMKG545	Conduct marketing audits	35
BSBMKG546	Develop social media engagement plans	45
BSBMKG547	Develop strategies to monetise digital engagement	55
BSBMKG548	Forecast international market and business needs	45
BSBMKG549	Profile and analyse consumer behaviour for international markets	50
BSBMKG550	Promote products and services to international markets	65
BSBMKG551	Create multiplatform advertisements for mass media	80
BSBMKG552	Design and develop marketing communication plans	55
BSBMKG553	Develop public relations campaigns	55

BSBMKG554	Plan and develop public relations publications	50
BSBMKG555	Write persuasive copy	40
BSBMKG621	Develop organisational marketing strategy	55
BSBMKG622	Manage organisational marketing processes	45
BSBMKG623	Develop marketing plans	45
BSBMKG624	Manage market research	60
BSBMKG625	Implement and manage international marketing programs	45
BSBMKG626	Develop advertising campaigns	80
BSBMKG627	Execute advertising campaigns	65
BSBMKG628	Lead organisational public relations	55
BSBOPS101	Use business resources	20
BSBOPS201	Work effectively in business environments	25
BSBOPS202	Engage with customers	90
BSBOPS203	Deliver a service to customers	40
BSBOPS301	Maintain business resources	15
BSBOPS302	Identify business risk	35
BSBOPS303	Organise schedules	20
BSBOPS304	Deliver and monitor a service to customers	50
BSBOPS305	Process customer complaints	40
BSBOPS306	Record stakeholder interactions	25
BSBOPS401	Coordinate business resources	25
BSBOPS402	Coordinate business operational plans	35
BSBOPS403	Apply business risk management processes	40
BSBOPS404	Implement customer service strategies	35
BSBOPS405	Organise business meetings	50
BSBOPS406	Participate in organisational governance	35
BSBOPS407X	Support organisational response to disruption	45
BSBOPS501	Manage business resources	70

BSBOPS502	Manage business operational plans	50
BSBOPS503	Develop administrative systems	60
BSBOPS504	Manage business risk	50
BSBOPS505	Manage organisational customer service	35
BSBOPS506X	Plan for organisational disruption	55
BSBOPS507X	Manage organisational response to disruption	70
BSBOPS601	Develop and implement business plans	55
BSBOPS602	Monitor corporate governance activities	45
BSBPEF101	Plan and prepare for work readiness	20
BSBPEF201	Support personal wellbeing in the workplace	45
BSBPEF202	Plan and apply time management	15
BSBPEF301	Organise personal work priorities	30
BSBPEF302	Develop self-awareness	25
BSBPEF401	Manage personal health and wellbeing	55
BSBPEF402	Develop personal work priorities	35
BSBPEF403	Lead personal development	35
BSBPEF501	Manage personal and professional development	55
BSBPEF502	Develop and use emotional intelligence	55
BSBPMG420	Apply project scope management techniques	30
BSBPMG421	Apply project time management techniques	40
BSBPMG422	Apply project quality management techniques	30
BSBPMG423	Apply project cost management techniques	40
BSBPMG424	Apply project human resources management approaches	40
BSBPMG425	Apply project information management and communications techniques	30
BSBPMG426	Apply project risk management techniques	40
BSBPMG427	Apply project procurement procedures	40
BSBPMG428	Apply project life cycle management processes	40
BSBPMG429	Apply project stakeholder engagement techniques	40

BSBPMG430	Undertake project work	55
BSBPMG530	Manage project scope	35
BSBPMG531	Manage project time	35
BSBPMG532	Manage project quality	35
BSBPMG533	Manage project cost	35
BSBPMG534	Manage project human resources	35
BSBPMG535	Manage project information and communication	35
BSBPMG536	Manage project risk	40
BSBPMG537	Manage project procurement	35
BSBPMG538	Manage project stakeholder engagement	40
BSBPMG539	Manage project governance	20
BSBPMG540	Manage project integration	55
BSBPMG541	Manage complex projects	55
BSBPMG630	Enable program execution	45
BSBPMG631	Manage program delivery	55
BSBPMG632	Manage program risk	50
BSBPMG633	Provide leadership for the program	65
BSBPMG634	Facilitate stakeholder engagement	35
BSBPMG635	Implement program governance	55
BSBPMG636	Manage benefits	35
BSBPMG637	Engage in collaborative alliances	45
BSBPMG810	Prioritise projects and programs	70
BSBPMG811	Select and balance the portfolio	90
BSBPMG812	Manage and review portfolio performance	70
BSBPMG813	Govern the portfolio	90
BSBPMG814	Lead the portfolio	55
BSBPMG815	Manage portfolio communications and change	70
BSBPMG816	Manage portfolio resources	80

BSBPMG817	Manage portfolio risk	55
BSBPRC401	Plan procurement	40
BSBPRC402	Negotiate contracts	30
BSBPRC403	Conduct international procurement	50
BSBPRC406	Conduct e-procurement	35
BSBPRC501	Manage procurement strategies	50
BSBPRC502	Manage supplier relationships	50
BSBPRC503	Manage international procurement	60
BSBPRC504	Manage a supply chain	40
BSBPRC505	Manage ethical procurement strategy	55
BSBPUR301	Purchase goods and services	30
BSBSTR301	Contribute to continuous improvement	35
BSBSTR401	Promote innovation in team environments	35
BSBSTR402	Implement continuous improvement	35
BSBSTR501	Establish innovative work environments	45
BSBSTR502	Facilitate continuous improvement	55
BSBSTR503	Develop organisational policy	55
BSBSTR601	Manage innovation and continuous improvement	65
BSBSTR602	Develop organisational strategies	60
BSBSTR603	Develop business continuity plans	55
BSBSTR801	Lead innovative thinking and practice	70
BSBSTR802	Lead strategic planning processes for an organisation	90
BSBSTR803	Establish business continuity management strategies	70
BSBSUS211	Participate in sustainable work practices	30
BSBSUS411	Implement and monitor environmentally sustainable work practices	35
BSBSUS412	Develop and implement workplace sustainability plans	45
BSBSUS413	Evaluate and report on workplace sustainability	40
BSBSUS511	Develop workplace policies and procedures for sustainability	50

BSBSUS601	Lead corporate social responsibility	45
BSBTEC101	Operate digital devices	20
BSBTEC201	Use business software applications	55
BSBTEC202	Use digital technologies to communicate in a work environment	20
BSBTEC203	Research using the internet	25
BSBTEC301	Design and produce business documents	70
BSBTEC302	Design and produce spreadsheets	30
BSBTEC303	Create electronic presentations	20
BSBTEC401	Design and produce complex text documents	90
BSBTEC402	Design and produce complex spreadsheets	60
BSBTEC403	Apply digital solutions to work processes	45
BSBTEC404	Use digital technologies to collaborate in a work environment	45
BSBTEC405	Review and maintain organisation's digital presence	45
BSBTEC501	Develop and implement an e-commerce strategy	45
BSBTEC601	Review organisational digital strategy	55
BSBTWK201	Work effectively with others	35
BSBTWK301	Use inclusive work practices	35
BSBTWK401	Build and maintain business relationships	45
BSBTWK501	Lead diversity and inclusion	55
BSBTWK502	Manage team effectiveness	55
BSBTWK503	Manage meetings	50
BSBTWK601	Develop and maintain strategic business networks	45
BSBWHS211	Contribute to the health and safety of self and others	15
BSBWHS307	Apply knowledge of WHS laws in the workplace	30
BSBWHS308	Participate in WHS hazard identification, risk assessment and risk control processes	30
BSBWHS309	Contribute effectively to WHS communication and consultation processes	30
BSBWHS310	Contribute to WHS issue-resolution processes	20
BSBWHS311	Assist with maintaining workplace safety	40

BSBWHS331	Participate in identifying and controlling hazardous chemicals	35
BSBWHS332X	Apply infection prevention and control procedures to own work activities	25
BSBWHS411	Implement and monitor WHS policies, procedures and programs	40
BSBWHS412	Assist with workplace compliance with WHS laws	40
BSBWHS413	Contribute to implementation and maintenance of WHS consultation and participation processes	40
BSBWHS414	Contribute to WHS risk management	40
BSBWHS415	Contribute to implementing WHS management systems	50
BSBWHS416	Contribute to workplace incident response	40
BSBWHS417	Assist with managing WHS implications of return to work	40
BSBWHS418	Assist with managing WHS compliance of contractors	35
BSBWHS419	Contribute to implementing WHS monitoring processes	50
BSBWHS431	Develop processes and procedures for controlling hazardous chemicals in the workplace	45
BSBWHS432X	Contribute to organisational mental health response in the context of disruptive events	65
BSBWHS504	Manage WHS risks	50
BSBWHS512	Contribute to managing work-related psychological health and safety	45
BSBWHS513	Lead WHS risk management	50
BSBWHS514	Manage WHS compliance of contractors	35
BSBWHS515	Lead initial response to and investigate WHS incidents	60
BSBWHS516	Contribute to developing, implementing and maintaining an organisation's WHS management system	50
BSBWHS517	Contribute to managing a WHS information system	50
BSBWHS518	Manage WHS hazards associated with maintenance and use of plant	50
BSBWHS519	Lead the development and use of WHS risk management tools	30
BSBWHS520	Manage implementation of emergency procedures	40
BSBWHS521	Ensure a safe workplace for a work area	50
BSBWHS522	Manage WHS consultation and participation processes	50
BSBWHS531	Implement and evaluate system of work for managing hazardous chemicals	35
BSBWHS603	Implement WHS risk management	40
BSBWHS605	Develop, implement and maintain WHS management systems	60

BSBWHS611	Develop and implement strategies that support work-related psychological health and safety	35
BSBWHS612	Develop and implement a strategy to support a positive WHS culture	55
BSBWHS613	Evaluate the WHS performance of an organisation	50
BSBWHS614	Conduct a WHS audit under the guidance of a lead auditor	60
BSBWHS616	Apply safe design principles to control WHS risks	50
BSBWHS617	Apply ergonomics to manage WHS risks	50
BSBWHS631	Apply occupational hygiene principles to manage WHS risks	50
BSBWRT311	Write simple documents	30
BSBWRT411	Write complex documents	50
BSBXBD401	Capture and store big data	70
BSBXBD402	Test big data samples	35
BSBXBD403	Analyse big data	35
BSBXBD404	Use big data for operational decision making	35
BSBXBD405	Develop procedures for managing big data	35
BSBXBD406	Present big data insights	25
BSBXBD407	Protect big data integrity	55
BSBXBD408	Implement and review procedures for managing big data	25
BSBXBD501	Develop big data strategy	55
BSBXCM301	Engage in workplace communication	35
BSBXCM401	Apply communication strategies in the workplace	45
BSBXCM501	Lead communication in the workplace	45
BSBXCS301	Protect own personal online profile from cyber security threats	25
BSBXCS302	Identify and report online security threats	25
BSBXCS303	Securely manage personally identifiable information and workplace information	35
BSBXCS304	Apply cyber hygiene best practices	40
BSBXCS305	Identify and assess cyber security insider threats and risks	40
BSBXCS306	Apply own techniques to prevent cyber security insider threats	45
BSBXCS401	Maintain security of digital devices	35

BSBXCS402	Promote workplace cyber security awareness and best practices	35
BSBXCS403	Contribute to cyber security threat assessments	25
BSBXCS404	Contribute to cyber security risk management	25
BSBXCS405	Contribute to cyber security incident responses	25
BSBXCS406	Develop cyber security insider threat and risk response plans	45
BSBXCS407	Develop cyber hygiene best practice plan	55
BSBXCS408	Develop employee cyber security risk profiles	45
BSBXCS409	Plan and implement organisational cyber security insider threat prevention strategies	55
BSBXDB301	Respond to the service needs of customers and clients with disability	35
BSBXDB401	Develop and implement recruitment processes that are inclusive of people with disability	55
BSBXDB501	Support staff members with disability in the workplace	35
BSBXDB502	Adapt organisations to enhance accessibility for people with disability	35
BSBXTW301	Work in a team	35
BSBXTW401	Lead and facilitate a team	45

Mapping Qualifications

The following table provides an overview of the qualifications from Version 8.1 which replace qualifications from the existing version of the BSB: Business Services Training Package.

BSB Current Qualification				BSB Replacement Qualification		
National Code	National Title	Nominal Hours	E / NE	National Code	National Title	Nominal Hours

No changes occurred between BSB v8 and v8.1.

Mapping Skill Sets

The following table provides an overview of the skill sets from Version 8.1 which replace skill sets from the existing version of the BSB: Business Services Training Package.

BSB Current Skill Set				BSB Replacement Skill Set		
National Code	National Title	Nominal Hours	E / NE	National Code	National Title	Nominal Hours

No changes occurred between BSB v8 and v8.1.

Mapping Units of Competency

The following table provides an overview of the units of competency from Version 8.1 which replace units of competency from the existing version of the BSB: Business Services Training Package.

BSB Current Unit				BSB Replacement Unit		
National Code	National Title	Nominal Hours	E / NE	National Code	National Title	Nominal Hours

No changes occurred between BSB v8 and v8.1.

Apprenticeships

The following table provides a summary of the apprenticeships that have been affected by changes in this BSB: Business Services Training Package update.

Please refer to the current *Register of Class A and B qualifications* found on the Department of Training and Workforce Development website for the official list of apprenticeships in Western Australia.

National Code	National Title	Apprenticeship	Nominal Hours	E / NE	National Code	National Title	Nominal Hours

No changes occurred between BSB v8 and v8.1.

Traineeships

The following table provides a summary of the traineeships that have been affected by changes in this BSB: Business Services Training Package update.

Please refer to the current *Register of Class A and B qualifications* found on the Department of Training and Workforce Development website for the official list of apprenticeships in Western Australia.

National Code	National Title	Traineeship	Nominal Hours	E / NE	National Code	National Title	Nominal Hours

No changes occurred between BSB v8 and v8.1.

Pre-Apprenticeships

The following table provides a summary of the pre-apprenticeships that have been affected by changes in this BSB: Business Services Training Package update.

Please refer to the current *list of pre-apprenticeship courses* found on the Jobs and Skills WA website for the official list of pre-apprenticeships in Western Australia.

National Code	National Title	Pre-Apprenticeship	Nominal Hours	E / NE	National Code	National Title	Nominal Hours

No changes occurred between BSB versions 8 and 8.1