



BSB07 Business Services

Assessment Packs

Table of Units/Qualifications

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Units	Cert II in Business (BSB20107)	Cert III in Business (BSB30107)	Cert IV in Business (BSB40207)	Certificate IV in Frontline Management (BSB40807)	Diploma of Business (BSB50207)	Diploma of Management (BSB51107)	Diploma of Marketing (BSB51207)	Diploma of Human Resources Management (BSB50607)	Advanced Diploma of Business (BSB60207)	Advanced Diploma of Management (HR) (BSB60907)	Advanced Diploma of Management (BSB60407)
BSBADM405B Organise meetings			X	P							
BSBADM502B Manage Meetings				P	X	P	P	P		P	P
BSBADM503A Plan and manage conferences			P		X	P	P	P		P	
BSBADM504B Plan or review administration systems			P		X	P	P	P		P	
BSBADM506B Manage and design business document design and development					X	P	P	P		P	
BSBADV511A Evaluate and recommend advertising media options			P		X		X				
BSBCMM401A Make a presentation		P	X	X							
BSBCUS401A Coordinate implementation of customer service strategies_			X	X		P	P	P			
BSBCUS402A Address customer needs		P	X	X							
BSBCUS501A Manage quality customer service						X	P				
BSBDIV601A Develop and implement diversity policy						P		P		X	X

X This unit is listed in the rules of the qualification

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BSBHRM402A Recruit, select and induct staff						X		P			
BSBHRM501A Manage human resources services					X	P		X		P	P
BSBHRM502A Manage human resources management					X	P		X		P	
BSBHRM503A Manage Performance Management systems						X		X		P	P
BSBHRM504A Manage workforce planning					X	X		X		P	P
BSBHRM505A Manage remuneration and employee					X	P		X		P	P
BSBHRM506A Manage recruitment, selection and induction processes					X	P		X		P	P
BSBHRM602A Manage human resources strategic planning						P		P	X	X	P
BSBHRM604A Manage employee relations						P		P		X	P
BSBINM202A Handle mail	X	P									
BSBINM501A Manage information or knowledge management systems				P		X					
BSBINM601A Manage knowledge and information											
BSBINN301A Promote innovation in a team environment	P	X	X	X							
BSBINN601A Manage organisation change						P		P	X	X	X
BSBLED401A Develop teams and individuals		P	X			P					

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BSB07 ASSESSMENT PACKS – TABLE OF UNITS ALIGNED TO QUALIFICATIONS

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BSBMGT402A Implement operational plan				X							
BSBMGT502B Manage people performance				P		X		P			
BSBMGT515A Manage operational plan						X					
BSBMGT605B Provide leadership in the organisation						P		P		X	X
BSBMGT608B Manage innovation and continuous improvement						P		P		X	X
BSBMGT615A Contribute to organisation development						P		P	X	X	P
BSBMGT616A Develop and implement strategic plans						P	P	P		X	X
BSBMGT617A Develop and implement a business plan								X		X	
BSBMKG413A Promote products and services		P	X	X		P	P				
BSBMKG414A Undertake marketing activities		P	X	P		P	P				
BSBMKG501B Identify and evaluate marketing opportunities			P		X	P	X				
BSBMKG502B Establish and adjust the marketing mix					X		X				
BSBMKG506B Plan market research			P		X	P	X				
BSBMKG507A Interpret market trends and development					X		P				
BSBMKG508A Plan direct marketing activities			P		X	P	X				

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BSBMKG514A Implement & monitor marketing activities					X		P				
BSBMKG515A Conduct a marketing audit					X		P				
BSBMKG516A Profile international markets						P	X				
BSBMKG603B Manage the marketing process						P	P		X		
BSBMKG605B Evaluate international marketing opportunities						P	P		X		
BSBMKG606B Manage International Marketing Programs						P	P		X		
BSBMKG608A Develop organisational marketing objectives						P	P		X		
BSBMKG609A Develop a marketing plan						P	P		X		X
BSBOHS201A Participate in OHS processes	X	X	X								
BSBOHS407A Monitor a safe workplace			X	X				P			
BSBPMG510A Manage Projects			X	X	X	X	P	P		P	P
BSBREL401A Establish networks			X	X							
BSBRSK401A Identify risk and apply risk management processes			X	X			P	P			
BSBRSK501A Manage Risk				P	X	X	P	P		X	X
BSBSUS501A Develop workplace policy and procedures for sustainability						X				X	P
BSBWOR501A Manage personal work priorities and			P		X	X	P	P		P	
BSBWOR502A Ensure team effectiveness			P			X	P				
BSBWRT501A Write persuasive copy			P		X		X				

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