



## **BSB07 Training Package**

# **Assessment Tools**

## **Table of Units/Qualifications**

© RTOhelp Pty Ltd and The Learning Community

*BSB07 Business Services Training Package is copyright to the Commonwealth of Australia 2007. These products are developed under the Free for Education license.*

Units	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	<b>X</b>	<b>P</b>							
BSBADM502B Manage Meetings		<b>P</b>	<b>X</b>	<b>P</b>	<b>P</b>	<b>P</b>		<b>P</b>	<b>P</b>
BSBADM503A Plan and manage conferences	<b>P</b>		<b>X</b>	<b>P</b>	<b>P</b>	<b>P</b>		<b>P</b>	
BSBADM504B Plan or review administration systems	<b>P</b>		<b>X</b>	<b>P</b>	<b>P</b>	<b>P</b>		<b>P</b>	
BSBADM506B Manage and design business document design and development			<b>X</b>	<b>P</b>	<b>P</b>	<b>P</b>		<b>P</b>	
BSBCMM401A Make a presentation	<b>X</b>	<b>X</b>							
BSBDIV601A Develop and implement diversity policy				<b>P</b>		<b>P</b>		<b>X</b>	<b>X</b>
BSBHRM501A Manage human resources services			<b>X</b>	<b>P</b>		<b>X</b>		<b>P</b>	<b>P</b>
BSBHRM502A Manage human resources management information systems			<b>X</b>	<b>P</b>		<b>X</b>		<b>P</b>	
BSBHRM503A Manage Performance Management systems				<b>X</b>		<b>X</b>		<b>P</b>	<b>P</b>
BSBHRM504A Manage workforce planning			<b>X</b>	<b>X</b>		<b>X</b>		<b>P</b>	<b>P</b>
BSBHRM505A Manage remuneration and employee benefits			<b>X</b>	<b>P</b>		<b>X</b>		<b>P</b>	<b>P</b>
BSBHRM506A Manage recruitment, selection and induction processes			<b>X</b>	<b>P</b>		<b>X</b>		<b>P</b>	<b>P</b>
BSBHRM602A Manage human resources strategic planning				<b>P</b>		<b>P</b>	<b>X</b>	<b>X</b>	<b>P</b>
BSBHRM604A Manage employee relations				<b>P</b>		<b>P</b>		<b>X</b>	<b>P</b>
BSBINM501A Manage information or knowledge management systems		<b>P</b>	<b>P</b>	<b>X</b>					
BSBINN301A Promote innovation in a team environment	<b>X</b>	<b>X</b>							
BSBINN601A Manage organisation change				<b>P</b>		<b>P</b>	<b>X</b>	<b>X</b>	<b>X</b>
BSBLED401A Develop teams and individuals	<b>X</b>			<b>P</b>					

**X** This unit is listed in the rules of the qualification

**P** This unit is allowed to be selected in the packaging rules for the qualification

Units	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)
BSBMGT502B Manage people performance		<b>P</b>		<b>X</b>		<b>P</b>			
BSBMGT515A Manage operational plan				<b>X</b>					
BSBMGT605B Provide leadership in the workplace				<b>P</b>		<b>P</b>		<b>X</b>	<b>X</b>
BSBMGT608B Manage innovation and continuous improvement				<b>P</b>		<b>P</b>		<b>X</b>	<b>X</b>
BSBMGT615A Contribute to organisation development				<b>P</b>		<b>P</b>	<b>X</b>	<b>X</b>	<b>P</b>
BSBMGT616A Develop and implement strategic plans				<b>P</b>	<b>P</b>	<b>P</b>		<b>X</b>	<b>X</b>
BSBMGT617A Develop and implement a business plan						<b>X</b>		<b>X</b>	
BSBMKG414A Undertake marketing activities	<b>X</b>	<b>P</b>		<b>P</b>	<b>P</b>				
BSBMKG501B Identify and evaluate marketing opportunities	<b>P</b>		<b>X</b>	<b>P</b>	<b>X</b>				
BSBMKG502B Establish and adjust the marketing mix			<b>X</b>		<b>X</b>				
BSBMKG506B Plan market research	<b>P</b>		<b>X</b>	<b>P</b>	<b>X</b>				
BSBMKG507A Interpret market trends and development			<b>X</b>		<b>P</b>				
BSBMKG508A Plan direct marketing activities	<b>P</b>		<b>X</b>	<b>P</b>	<b>X</b>				
BSBMKG514A Implement & monitor marketing activities			<b>X</b>		<b>P</b>				
BSBMKG515A Conduct a marketing audit			<b>X</b>		<b>P</b>				
BSBMKG516A Profile international markets				<b>P</b>	<b>X</b>				
BSBMKG603B Manage the marketing process				<b>P</b>	<b>P</b>		<b>X</b>		
BSBMKG605B Evaluate international marketing opportunities				<b>P</b>	<b>P</b>		<b>X</b>		
BSBMKG606B Manage International Marketing Programs				<b>P</b>	<b>P</b>		<b>X</b>		
BSBMKG608A Develop organisational marketing objectives				<b>P</b>	<b>P</b>		<b>X</b>		
BSBMKG609A Develop a marketing plan				<b>P</b>	<b>P</b>		<b>X</b>		<b>X</b>
BSBOHS407A Monitor a safe workplace	<b>X</b>	<b>X</b>				<b>P</b>			

**X**  
**P**

**This unit is listed in the rules of the qualification**

**This unit is allowed to be selected in the packaging rules for the qualification**

Units	Cert IV in Business (BSB40207)	Diploma of 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)
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
BSBWOR501A Manage personal work priorities and professional development	P		X	X	P	P		P	

X  
P

This unit is listed in the rules of the qualification

This unit is allowed to be selected in the packaging rules for the qualification