



Proposed Qualification Model

Examples

BFAOPP001 Establish business management methods – Skill Standard

Description	This Skill Standard describes the skills and knowledge required to establish business management methods. This Standard involves identifying organisational scope, critical business operations and resources, and risks and disruption scenarios, and developing a risk management strategy.							
Applicable industries	This job function to a broad range of industries, including agribusiness, food production, arts, personal services, building, construction, property, early educators, health and human services, finance, technology, business, government, education, public service, manufacturing, print, textiles, mining, resources, energy, wholesale, retail, transport and logistics. Job roles may include administrators, officers and consultants.							
Classifications	<table><tr><td>Scheme</td><td>Classification value</td></tr><tr><td>ASC Skill Cluster Family</td><td>Business operations and financial activities</td></tr><tr><td>ASC Skill Cluster</td><td>Establish organisational policies or programs</td></tr></table>		Scheme	Classification value	ASC Skill Cluster Family	Business operations and financial activities	ASC Skill Cluster	Establish organisational policies or programs
Scheme	Classification value							
ASC Skill Cluster Family	Business operations and financial activities							
ASC Skill Cluster	Establish organisational policies or programs							
Qualifications and Skill Sets that use this Skill Standard	<ul style="list-style-type: none">● AHC40116 Certificate IV in Agriculture● AHC40620 Certificate IV in Nursery Operations● AHC40716 Certificate IV in Retail Nursery● AHC41019 Certificate IV in Agribusiness● AHC51419 Diploma of Agribusiness Management● BFA50122 Diploma of Business● BSB50420 Diploma of Leadership and Management● BSB50820 Diploma of Project Management● DEF50120 Diploma of Explosive Ordnance Manufacture							

	<ul style="list-style-type: none">FWP50116 Diploma of Forest and Forest ProductsFWP50216 Diploma of Timber Truss and Frame ManufactureFWP50316 Diploma of Timber Truss and Frame DesignMSS40316 Certificate IV in Competitive Systems and PracticesMSS50118 Diploma of Sustainable OperationsMSS50316 Diploma of Competitive Systems and PracticesMSS60316 Advanced Diploma of Competitive Systems and PracticesPPM50121 Diploma of Pulp and Paper Operations ManagementPSP60122 Advanced Diploma of GovernmentSIS50421 Diploma of Outdoor Leadership.																																														
Skills and knowledge summary	<p>Learners are required to demonstrate the following skills and knowledge:</p> <ol style="list-style-type: none">Identify organisational scope, critical business operations and resources, and risks and disruption scenarios and regulatory requirementsDevelop conflict and risk management strategiesDraft and develop objectives for business plan and business unitDraft and develop strategies to achieve business objectivesManage finances and resource allocation according to business unit objectives, and organisational policies and proceduresDevelop and implement systems for monitoring resource usage.																																														
Foundation skills	<p>The below listed foundation skills are indicative of the language, literacy, numeracy and related requirements that typical learners would demonstrate when undertaking this Skill Standard in alignment with the Australian Core Skills Framework (ACSF). Further information about the ACSF and its levels can be found here.</p> <table><tr><th>Foundation Skill</th><th>Learning</th><th>Reading</th><th>Writing</th><th>Oral communication</th><th>Numeracy</th></tr><tr><td>Level 1</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Level 2</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Level 3</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Level 4</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Level 5</td><td></td><td></td><td></td><td></td><td></td></tr></table> <p>The below listed focus areas are the digital literacy skills that typical learners would demonstrate when undertaking this Skill Standard in alignment with the Digital Literacy Skills Framework (DLSF). Further information about the DLSF and its levels can be found here.</p> <table><tr><th>Digital Literacy Skill</th><th>Connect, communicate and collaborate</th><th>Digital identity and safety</th><th>Digital technologies and systems</th><th>Create, organise, present and problem solve</th></tr><tr><td>Pre Level 1A</td><td></td><td></td><td></td><td></td></tr></table>	Foundation Skill	Learning	Reading	Writing	Oral communication	Numeracy	Level 1						Level 2						Level 3						Level 4						Level 5						Digital Literacy Skill	Connect, communicate and collaborate	Digital identity and safety	Digital technologies and systems	Create, organise, present and problem solve	Pre Level 1A				
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	Pre Level 1B				
	Level 1				
	Level 2				
	Level 3				
Mapping information	<p>The following Units of Competency map partially or fully to the following Skill Standard:</p> <ul style="list-style-type: none"> ● AHCBUS512 Develop and implement family business structures and relationships ● BSBATSIM412 Implement a businesslike approach ● BSBOPS101 Use business resources ● BSBOPS501 Manage business resources ● BSBSTR803 Establish business continuity management strategies ● DEFEAP001 Use an enterprise architecture framework ● MSS403052 Map an office value stream ● MSS405004 Develop business plans in an organisation implementing competitive systems and practices ● MSS405006 Develop a Balanced Scorecard ● MSS405009 Manage a value stream. 				

BFAOPP001A Establish business management methods (Business) – Training and Assessment Requirements

Description	The following training and assessment requirements relate to the delivery of BFAOPP001 Establish business management methods in a business context.			
Industry specific context	<p>This Training and Assessment Requirement applies the skills and knowledge from BFAOPP001 Establish business management methods in a business context.</p> <p>The skills and knowledge must be delivered in a real workplace or a simulated environment that accurately reflects performance in a real workplace setting.</p> <p>Skills and knowledge must be applied in a way that utilises:</p> <ul style="list-style-type: none"> operational and maintenance manuals organisational procedures and documentation related to operation and maintenance of resources records relating to resources relevant legislation, regulations, standards and codes. 			
Prerequisite Skill Standards	The Skill Standard does not have any prerequisite Skill Standards.			
Licensing or regulatory requirements	No licensing, legislative or certification requirements apply to these training and assessment requirements at the time of publication.			
Mandatory performance and assessment requirements	The following skill and knowledge requirements have been mapped to the skills and knowledge as required in the Skill Standard. Learners are required to demonstrate capabilities across all listed requirements.			
	Knowledge	Mapping to BFAOPP001	Skills	Mapping to BFAOPP001
	The candidate must demonstrate knowledge of:	S1, S3, S4	The candidate must demonstrate the ability to:	S1, S3, S4
	<ul style="list-style-type: none"> legislative and regulatory context of the organisation in relation to managing resources 		<ul style="list-style-type: none"> establish goals for business structure and relationship 	
	<ul style="list-style-type: none"> techniques, parameters of, and purposes of developing business plans 	S1, S3, S4	<ul style="list-style-type: none"> assess options to establish the business structure 	S5, S6
	<ul style="list-style-type: none"> risk management strategy 	S2	<ul style="list-style-type: none"> establish roles and responsibilities 	S1, S5

	<ul style="list-style-type: none">● potential risks and interruption to critical business operations	S1, S2	<ul style="list-style-type: none">● develop conflict and stress management strategies	S2
	<ul style="list-style-type: none">● governance structures	S1	<ul style="list-style-type: none">● review business goals and relationships	S1, S3, S4
	<ul style="list-style-type: none">● contents of resource plans including:<ul style="list-style-type: none">○ acquisition and allocation of resources○ timelines and the relationship to business strategies○ contingency plans and processes○ costs and budgets	S1, S3, S4, S5	<ul style="list-style-type: none">● develop and implement systems to:<ul style="list-style-type: none">○ incorporate efficient use of resources into work practices○ monitor resource use against budgets and business objectives○ maintain resources and records according to instructions	S1, S2, S3, S4, S5, S6
	<ul style="list-style-type: none">● managing finance, including project budgets	S5		
	<ul style="list-style-type: none">● resource allocation review procedures	S5		
	<ul style="list-style-type: none">● objectives of business unit	S3		
	<ul style="list-style-type: none">● typical risks associated with managing business resources and risk management strategies	S2		
	<ul style="list-style-type: none">● procedures for risk management, including requirements for the consideration of potential changes in government priorities	S2, S5		
	<ul style="list-style-type: none">● key elements and sources of information required to monitor usage of:<ul style="list-style-type: none">○ physical resources○ human resources.	S6		
Guidance for training provision	Example learning resources Trainers and assessors may refer to example learning resources developed by the relevant Industry Cluster to assist delivery. These resources can be found at the following link .			

	<p>Typical tools and technologies</p> <p>Typical tools and technologies used in the delivery of this Skill Standard may include:</p> <ul style="list-style-type: none"> • Management software programs, such as Asana. <p>Employability skills</p> <p>To enable competent performance of the job function associated with this Skill Standard, learners should demonstrate the following employability skills in line with the Employability Skills Framework. Further information can be found at the following link:</p> <ul style="list-style-type: none"> • Communication • Problem-solving • Teamwork • Self-management • Planning and organising • Initiative and enterprise • Technology. <p>Indicative pre-entry foundation skills</p> <p>Learners enrolling in this Skill Standard would be expected to display foundation skills at the following levels in order to be well prepared to undertake the activities described in this TAR:</p> <ul style="list-style-type: none"> • Learning - ACSF Level 4 • Reading - ACSF Level 3 • Writing - ACSF Level 3 • Oral communication - ACSF Level 3 • Numeracy - ACSF Level 3
Suitable delivery modes	No further guidance for training delivery.

DADURA001 Analyse data to identify trends or relationships among variables – Skill Standard

Description	This Skill Standard describes the skills and knowledge required to advise others on career or personal development. This Standard involves establishing task requirements, accessing sources of reliable data according to task requirements, and evaluating the reliability of data. The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out.							
Applicable industries	This job function applies to a broad range of industries, including finance, technology, business, government, education, public service, wholesale, retail, transport and logistics industries. Job roles may include economists, mathematicians and statisticians.							
Classifications	<table><tr><th>Scheme</th><th>Classification</th></tr><tr><td>ASC Skill Cluster Family</td><td>Data, analytics, and databases</td></tr><tr><td>ASC Skill Cluster</td><td>Undertake research and analyse data</td></tr></table>		Scheme	Classification	ASC Skill Cluster Family	Data, analytics, and databases	ASC Skill Cluster	Undertake research and analyse data
Scheme	Classification							
ASC Skill Cluster Family	Data, analytics, and databases							
ASC Skill Cluster	Undertake research and analyse data							
Qualifications and Skill Sets that use this Skill Standard	<ul style="list-style-type: none">● ACM40321 Certificate IV in Animal Behaviour and Training● ACM40921 Certificate IV in Equine Care● ACM50421 Diploma of Equine Management● ACM50521 Diploma of Equine Allied Health● AHC40620 Certificate IV in Nursery Operations● AHC41119 Certificate IV in Irrigation Management● AHC42021 Certificate IV in Landscape Construction Management● AHC42421 Certificate IV in Landscape Design● BFA50122 Diploma of Business● BSB40320 Certificate IV in Entrepreneurship and New Business● BSB50320 Diploma of Human Resource Management● BSB50520 Diploma of Library and Information Services● BSB50620 Diploma of Marketing and Communication● BSB50720 Diploma of Paralegal Services● BSB50820 Diploma of Project Management● BSB50920 Diploma of Quality Auditing● BSB51319 Diploma of Work Health and Safety● CPC30120 Certificate III in Shopfitting● CPC30820 Certificate III in Roof Tiling● CPC30920 Certificate III in Scaffolding● CPC31020 Certificate III in Solid Plastering● CPC31120 Certificate III in Steelfixing● CPC31220 Certificate III in Wall and Ceiling Lining● CPC31320 Certificate III in Wall and Floor Tiling● CPC31420 Certificate III in Construction Waterproofing● CPC32320 Certificate III in Stonemasonry● CPC40120 Certificate IV in Building and Construction● CPC40820 Certificate IV in Swimming Pool and Spa Building● CPP40821 Certificate IV in Access Consulting							

	<ul style="list-style-type: none"> • CPP41319 Certificate IV in Swimming Pool and Spa Service • CPP41619 Certificate IV in Urban Pest Management • CPP50221 Diploma of Spatial Information Services • CUA51120 Diploma of Visual Arts • CUA60720 Advanced Diploma of Visual Arts • FNS41420 Certificate IV in General Insurance • FWP40216 Certificate IV in Timber Processing • LGA40120 Certificate IV in Local Government • PSP40316 Certificate IV in Government Security • PSP40416 Certificate IV in Government Investigations • PSP40716 Certificate IV in Heavy Vehicle Road Compliance • PSP50122 Diploma of Government • RGR30419 Certificate III in Racing Services • RGR40518 Certificate IV in Racing Integrity • SFI40119 Certificate IV in Aquaculture • SHB30221 Certificate III in Make Up • SHB30321 Certificate III in Nail Technology • SHB50121 Diploma of Beauty Therapy • SIS40221 Certificate IV in Fitness • TLI50319 Diploma of Deployment Logistics • TLI50420 Diploma of Materiel Logistics.
Skills and knowledge summary	<p>Learners are required to demonstrate the following skills and knowledge:</p> <ol style="list-style-type: none"> 1. Access source of reliable data according to task requirements, evaluate reliability of data and store data according to organisational policies and procedures and key legislative requirements 2. Effectively analyse and synthesise data according to task requirements, organisational policies and procedures and industry best practice 3. Conduct statistical analysis to confirm accuracy of data analysis 4. Identify trends and draw inferences in light of environmental and cultural factors relevant to the particular situation 5. Report on data and recommend actions based upon analysis of data in the context of the purpose of the analysis and the objectives and priorities of the organisation's strategies and plans.

Foundation skills	<p>The below listed foundation skills are indicative of the language, literacy, numeracy and related requirements that typical learners would demonstrate when undertaking this Skill Standard in alignment with the Australian Core Skills Framework (ACSF). Further information about the ACSF and its levels can be found here.</p> <table><tr><th>Foundation Skill</th><th>Learning</th><th>Reading</th><th>Writing</th><th>Oral communication</th><th>Numeracy</th></tr><tr><td>Level 1</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Level 2</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Level 3</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Level 4</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Level 5</td><td></td><td></td><td></td><td></td><td></td></tr></table> <p>The below listed focus areas are the digital literacy skills that typical learners would demonstrate when undertaking this Skill Standard in alignment with the Digital Literacy Skills Framework (DLSF). Further information about the DLSF and its levels can be found here.</p> <table><tr><th>Digital Literacy Skill</th><th>Connect, communicate and collaborate</th><th>Digital identity and safety</th><th>Digital technologies and systems</th><th>Create, organise, present and problem solve</th></tr><tr><td>Pre Level 1A</td><td></td><td></td><td></td><td></td></tr><tr><td>Pre Level 1B</td><td></td><td></td><td></td><td></td></tr><tr><td>Level 1</td><td></td><td></td><td></td><td></td></tr><tr><td>Level 2</td><td></td><td></td><td></td><td></td></tr><tr><td>Level 3</td><td></td><td></td><td></td><td></td></tr></table>	Foundation Skill	Learning	Reading	Writing	Oral communication	Numeracy	Level 1						Level 2						Level 3						Level 4						Level 5						Digital Literacy Skill	Connect, communicate and collaborate	Digital identity and safety	Digital technologies and systems	Create, organise, present and problem solve	Pre Level 1A					Pre Level 1B					Level 1					Level 2					Level 3				
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Mapping information	<p>The following Units of Competency map partially or fully to the following Skill Standard:</p> <ul style="list-style-type: none">• AURMKA001 Manage motorsport data• BSBDAT501 Analyse data• BSBXBD403 Analyse big data• PSPGEN064 Interrogate and analyse statistical data• PSPGEN065 Interpret data and related statistics• PSPREG016 Conduct data analysis• RGRSTD302 Interpret wagering trends.																																																																		

DADURA001A Analyse data to identify trends or relationships among variables (Business) – Training and Assessment Requirements

Description	The following training and assessment requirements relate to the delivery of DADURA001 Analyse data to identify trends or relationships among variables in a business context.			
Industry specific context	<p>This Training and Assessment Requirement applies the skills and knowledge from DADURA001A Analyse data to identify trends or relationships among variables in a business context.</p> <p>The skills and knowledge must be delivered in a real workplace or a simulated environment that accurately reflects performance in a real workplace setting.</p> <p>Skills and knowledge must be applied in a way that utilises:</p> <ul style="list-style-type: none"> ● current industry technology, software and consumables ● industry standards, organisational procedures, and legislative requirements. 			
Prerequisite Skill Standards	This Skill Standard does not have any prerequisite Skill Standards.			
Licensing or regulatory requirements	No licensing, legislative or certification requirements apply to these training and assessment requirements at the time of publication.			
Mandatory performance and assessment requirements	The following skill and knowledge requirements have been mapped to the skills and knowledge as required in the Skill Standard. Learners are required to demonstrate capabilities across all listed requirements.			
	Skills	Mapping to DADURA001	Knowledge	Mapping to DADURA001
	The candidate must demonstrate the ability to:		The candidate must demonstrate knowledge of:	
	<ul style="list-style-type: none"> ● analyse and report on datasets 	S1, S2, S3, S4, S5	<ul style="list-style-type: none"> ● key details of datasets and techniques for synthesising data 	S1, S2, S3
	<ul style="list-style-type: none"> ● develop and prepare two reports on key outcomes of analysis of datasets, with recommendations requiring accuracy and formal structures and language 	S1, S2, S3, S4, S5	<ul style="list-style-type: none"> ● organisational policies and procedures relating to: <ul style="list-style-type: none"> ○ accessing information ○ recording and reporting outcomes of analysis ○ requirement for data analysis 	S1, S2
	<ul style="list-style-type: none"> ● undertake planning and time management in the context of 	S1, S2	<ul style="list-style-type: none"> ● industry standards and techniques relating to data analysis 	S1, S4

	data analysis			
	<ul style="list-style-type: none"> ● use information technology for data analysis, recording and reporting. 	S1, S2, S3	<ul style="list-style-type: none"> ● potential data sources and factors that impact on reliability of data, including timeliness, authority, audience, relevance and potential for bias 	S1, S4
			<ul style="list-style-type: none"> ● importance and value and methods of data analysis, including statistical analysis 	S3, S4
			<ul style="list-style-type: none"> ● key legislative requirements relating to data analysis 	S1, S2
			<ul style="list-style-type: none"> ● methods of reporting analysis. 	S1, S2, S3, S4, S5
Guidance for training provision	<p>Example learning resources</p> <p>Trainers and assessors may refer to example learning resources developed by the relevant Industry Cluster to assist delivery. These resources can be found at the following link.</p> <p>Typical tools and technologies</p> <p>Typical tools and technologies used in the delivery of this Skill Standard may include:</p> <ul style="list-style-type: none"> ● computer software and technology ● data software programs. <p>Employability skills</p> <p>To enable competent performance of the job function associated with this Skill Standard, learners should demonstrate the following employability skills in line with the Employability Skills Framework. Further information can be found at the following link:</p> <ul style="list-style-type: none"> ● Communication ● Problem-solving ● Teamwork ● Initiative and enterprise ● Technology. <p>Indicative pre-entry foundation skills</p> <p>Learners enrolling in this Skill Standard would be expected to display foundation skills at the following levels in order to be well prepared to undertake the activities described in this TAR:</p> <ul style="list-style-type: none"> ● Learning - ACSF Level 2 ● Reading - ACSF Level 2 ● Writing - ACSF Level 2 ● Oral communication - ACSF Level 2 ● Numeracy - ACSF Level 2 			
Suitable delivery modes	No further guidance for training delivery.			

BFA50122 Diploma of Business – Completion Rules

Description	The following completion rules apply to BFA50122 Diploma of Business. This qualification reflects the role of individuals in a variety of business services job roles. These individuals may have frontline management accountabilities. They may carry out moderately complex tasks in a specialist field of expertise that requires business operations skills. They may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.													
Classifications	<table><tr><th>Scheme</th><th>Classification value</th></tr><tr><td>ASC Skill Cluster Family</td><td>Business operations and financial activities</td></tr><tr><td>ANZSCO Group</td><td>22 - Business, Human Resource and Marketing Professionals</td></tr></table>		Scheme	Classification value	ASC Skill Cluster Family	Business operations and financial activities	ANZSCO Group	22 - Business, Human Resource and Marketing Professionals						
Scheme	Classification value													
ASC Skill Cluster Family	Business operations and financial activities													
ANZSCO Group	22 - Business, Human Resource and Marketing Professionals													
Packaging Rules	<p>In order to be awarded BFA50122 Diploma of Business, learners must complete 12 Skill Standards and associated Training & Assessment Requirements.</p> <p>This includes:</p> <ul style="list-style-type: none">• 5 core Skill Standards & associated Training & Assessment Requirements• 7 elective Skill Standards & associated Training & Assessment Requirements <p>Core Component (5)</p> <table><tr><th>Skill Standard</th><th>Recommended Training & Assessment Requirements</th></tr><tr><td>CMCAET001 Advise others on career or personal development</td><td>CMCAET001A Advise others on career or personal development (Business)</td></tr><tr><td>BFAMFA001 Manage organisational or program finances</td><td>BFAMFA001A Manage organisational or program finances (Business)</td></tr><tr><td>BFAOPP001 Establish business management methods</td><td>BFAOPP001A Establish business management methods (Business)</td></tr><tr><td>ENVDSP001 Develop sustainable organisational policies or practices</td><td>ENVDSP001A Develop sustainable organisational policies or practices (Business)</td></tr><tr><td>CMCCCW002 Communicate work orders or plans to co-workers</td><td>CMCCCW002A Communicate work orders or plans to co-workers</td></tr></table>		Skill Standard	Recommended Training & Assessment Requirements	CMCAET001 Advise others on career or personal development	CMCAET001A Advise others on career or personal development (Business)	BFAMFA001 Manage organisational or program finances	BFAMFA001A Manage organisational or program finances (Business)	BFAOPP001 Establish business management methods	BFAOPP001A Establish business management methods (Business)	ENVDSP001 Develop sustainable organisational policies or practices	ENVDSP001A Develop sustainable organisational policies or practices (Business)	CMCCCW002 Communicate work orders or plans to co-workers	CMCCCW002A Communicate work orders or plans to co-workers
Skill Standard	Recommended Training & Assessment Requirements													
CMCAET001 Advise others on career or personal development	CMCAET001A Advise others on career or personal development (Business)													
BFAMFA001 Manage organisational or program finances	BFAMFA001A Manage organisational or program finances (Business)													
BFAOPP001 Establish business management methods	BFAOPP001A Establish business management methods (Business)													
ENVDSP001 Develop sustainable organisational policies or practices	ENVDSP001A Develop sustainable organisational policies or practices (Business)													
CMCCCW002 Communicate work orders or plans to co-workers	CMCCCW002A Communicate work orders or plans to co-workers													

At least seven of the following elective Skill Standards and associated Training & Assessment Requirements:
Elective Component (72)

Skill Standard	Recommended Training & Assessment Requirements
Group A	
Examine financial records to ensure compliance with policies or regulations	Examine financial records to ensure compliance with policies or regulations
Coordinate recruitment activities	Coordinate recruitment activities
Manage organisational or program finances	Manage organisational or program finances
Negotiate labour disputes	Negotiate labour disputes
Maintain operational records or records systems	Maintain operational records or records systems
Prepare administrative documents	Prepare administrative documents
Assess risks to business operations	Assess risks to business operations
Develop business or market strategies	Develop business or market strategies
Plan work operations	Plan work operations
Coordinate operational activities	Coordinate operational activities
Coordinate resource procurement activities	Coordinate resource procurement activities
Develop organisational policies or programs	Develop organisational policies or programs
Oversee business processes	Oversee business processes
Develop sustainable organisational policies or practices	Develop sustainable organisational policies or practices
CMCCCW001 Confer with co-workers to coordinate work activities	CMCCCW001A Confer with co-workers to coordinate work activities (Business)
Group B	
Advise others on human resources topics	Advise others on human resources topics

	Maintain a working understanding of the cultural, diversity and accessibility needs of others, and how this applies to the role.	Maintain a working understanding of the cultural, diversity and accessibility needs of others, and how this applies to the role.
	Manage human resources activities	Manage human resources activities
	Establish interpersonal business relationships to facilitate work activities	Establish interpersonal business relationships to facilitate work activities
	Advise others on career or personal development	Advise others on career or personal development
	Monitor performance of organisational members or partners	Monitor performance of organisational members or partners
	Deliver inclusive and accessible programs, policies or services.	Deliver inclusive and accessible programs, policies or services.
	Assist individuals with accessibility needs	Assist individuals with accessibility needs
	Group C	
	Communicate project information to others	Communicate project information to others
	Direct design or development activities	Direct design or development activities
	Collaborate with technical specialists to resolve design or development problems	Collaborate with technical specialists to resolve design or development problems
	Conduct employee training programs	Conduct employee training programs
	Monitor organisational processes	Monitor organisational processes
	PEESPM002 Manage and organise self in workplace	PEESPM002A Manage and organise self in workplace (Business)
	PEESPM001 Work effectively in industry	PEESPM001A Work effectively in industry
	Advise others on career or personal development	Advise others on career or personal development
	Maintain current knowledge related to work activities	Maintain current knowledge related to work activities
	Update Knowledge	Update Knowledge

	Implement design or process improvements	Implement design or process improvements
	Develop sustainable industrial or development methods	Develop sustainable industrial or development methods
	Monitor the productivity or efficiency of industrial operations	Monitor the productivity or efficiency of industrial operations
	Develop business or market strategies	Develop business or market strategies
	Group D	
	Evaluate designs or specifications to ensure quality	Evaluate designs or specifications to ensure quality
	Determine operational compliance with regulations or standards	Determine operational compliance with regulations or standards
	Monitor processes for compliance with standards	Monitor processes for compliance with standards
	Prepare legal or investigatory documentation	Prepare legal or investigatory documentation
	Conduct financial or regulatory audits	Conduct financial or regulatory audits
	SHMISC001 Investigate safety of work environment	SHMISC001A Investigate safety of work environment
	Group E	
	Develop marketing plans or strategies	Develop marketing plans or strategies
	Monitor market conditions or trends	Monitor market conditions or trends
	Analyse consumer trends	Analyse consumer trends
	Promote goods, services, or programs	Promote goods, services, or programs
	Provide customer service to clients or users	Provide customer service to clients or users
	Communicate organisational information to customers or other stakeholders	Communicate organisational information to customers or other stakeholders
	Communicate technical information to suppliers, contractors or regulatory	Communicate technical information to suppliers, contractors or regulatory

	agencies	agencies
	Establish interpersonal business relationships to facilitate work activities	Establish interpersonal business relationships to facilitate work activities
	Develop business or market strategies	Develop business or market strategies
	Use social media for business	Use social media for business
	Monitor sales activities	Monitor sales activities
	Group F	
	DADURA001 Analyse data to identify trends or relationships among variables	DADURA001A Analyse data to identify trends or relationships among variables
	Develop procedures for data management	Develop procedures for data management
	Format digital documents, data or images	Format digital documents, data or images
	Operate office equipment	Operate office equipment
	Develop marketing plans or strategies	Develop marketing plans or strategies
	DADORM001 Develop data analysis or data management procedures	DADORM001A Develop data analysis or data management procedures
	Implement security measures for computer or information systems	Implement security measures for computer or information systems
	Design websites or applications	Design websites or applications
	Group G	
	Develop procedures for data management	Develop procedures for data management
	Maintain records, documents or other files	Maintain records, documents or other files
	Maintain operational records or records systems	Maintain operational records or records systems
	Compile specialised bibliographies or lists of materials	Compile specialised bibliographies or lists of materials
	Develop policies or procedures for archives, museums or libraries	Develop policies or procedures for archives, museums or libraries

	Organise informational materials	Organise informational materials
	Prepare materials for preservation, storage or display	Prepare materials for preservation, storage or display
	Group H	
	Communicate technical information to suppliers, contractors or regulatory agencies	Communicate technical information to suppliers, contractors or regulatory agencies
	Manage operations, research or logistics projects	Manage operations, research or logistics projects
	Monitor performance of organisational members or partners	Monitor performance of organisational members or partners
	Prepare contracts, disclosures or applications	Prepare contracts, disclosures or applications
	Assess risks to business operations	Assess risks to business operations
	Develop plans for programs or services	Develop plans for programs or services
	Develop operating strategies, plans or procedures	Develop operating strategies, plans or procedures
	Coordinate resource procurement activities	Coordinate resource procurement activities
	Manage budgets for appropriate resource allocation	Manage budgets for appropriate resource allocation
	Group I	
	Evaluate program effectiveness	Evaluate program effectiveness
	Compile data or documentation	Compile data or documentation
	Maintain professional knowledge or certifications	Maintain professional knowledge or certifications
	Evaluate training programs, instructors or materials	Evaluate training programs, instructors or materials
	Measure effectiveness of business strategies or practices	Measure effectiveness of business strategies or practices

	<p>This qualification can provide for specialisations. To achieve a specialisation, the following additional packaging rules must be adhered to:</p> <p>For specialisation in Business Operations, 4 elective Skill Standards must be selected from Group A.</p> <p>For specialisation in Leadership, 4 elective Skill Standards must be selected from Group B.</p> <p>For specialisation in Organisational Development, 4 elective Skill Standards must be selected from Group C.</p> <p>For specialisation in Compliance, 4 elective Skill Standards must be selected from Group D.</p> <p>For specialisation in Business Development, 4 elective Skill Standards must be selected from Group E.</p> <p>For specialisation in Digital and Data, 4 elective Skill Standards must be selected from Group F.</p> <p>For specialisation in Records and Information Management, 4 elective Skill Standards must be selected from Group G.</p> <p>For specialisation in Procurement, 4 elective Skill Standards must be selected from Group H.</p> <p>For specialisation in Evaluations, 4 elective Skill Standards must be selected from Group I.</p> <p>The achievement of a specialisation will be identified on a testamur as follows:</p> <ul style="list-style-type: none"> ● BFA50122 Diploma of Business (Operations) ● BFA50122 Diploma of Business (Leadership) ● BFA50122 Diploma of Business (Organisational Development) ● BFA50122 Diploma of Business (Compliance) ● BFA50122 Diploma of Business (Business Development) ● BFA50122 Diploma of Business (Digital and Data) ● BFA50122 Diploma of Business (Records and Information Management) ● BFA50122 Diploma of Business (Procurement) ● BFA50122 Diploma of Business (Evaluations)
Licensing or regulatory requirements	Licensing, legislative, regulatory and certification requirements may apply to the job functions in some Skill Standards and may vary between states and territories.
Entry Requirements	Entry requirements do not apply to this qualification.
Mapping information	<p>The vocational outcome is equivalent to:</p> <ul style="list-style-type: none"> ● BSB50120 - Diploma of Business
Pathways information	<p>VET pathways upon completion of this qualification include:</p> <ul style="list-style-type: none"> ● BFA60122 Advanced Diploma of Business

	<ul style="list-style-type: none"> • BFA60222 Advanced Diploma of Human Resource Management • BFA60322 Advanced Diploma of Leadership and Management • BFA60422 Advanced Diploma of Marketing and Communication • BFA60622 Advanced Diploma of Program Management <p>Industry pathways upon completion of this qualification include roles across the following Australian Skills Classification clusters:</p> <ul style="list-style-type: none"> • Archiving, recording and translating • Business operations and financial activities • Communication and collaboration • Customer service • Data, analytics and databases • Digital technologies and electronics • Environmental management • Human resources • Operating procedures and processes • Performance evaluation and efficiency improvement • Records, documentation, reports and research • Sales and marketing • Work activities preparation
Guidance for training provision	<p>Sequencing of training</p> <p>Consultation with industry has revealed that learners would benefit from:</p> <ul style="list-style-type: none"> • Undertaking the core Skill Standards in sequential order as listed in these completion rules. <p>(other relevant sections where required by industry)</p>
Suitable delivery modes	<p>Industry anticipates that delivery of this training outcome should take 650-750 hours.</p> <p>No further guidance for training delivery.</p>