



THE PUBLIC SECTOR
TRAINING
P A C K A G E

for Commonwealth, State and Territory Staff



COMPETENCIES
MATRIX

PSETA

Public Service Education and Training Australia Inc.



Public Sector Training Package Competency Standards

INDICATIVE AQF LEVELS						
(Indicative of the qualification level where the unit is most likely to be packaged)						
Please note that this matrix does not depict qualifications						
KEY AREA	AQF 4	AQF 5		AQF 6		
Enterprise Architecture		PSPEA501A Use an enterprise architecture framework	ICAITAD047B Determine specifications for the project	PSPEA601A Develop an enterprise architecture framework	PSPEA602A Create an enterprise architecture compliance matrix	ICAITS035C Assist with analysis of emerging technology
		PSPEA502A Demonstrate compliance with an enterprise architecture framework	ICAITSP036B IT strategy meets business solution requirements	PSPEA603A Conduct an enterprise architecture framework audit	PSPEA604A Provide guidance and support for an enterprise architecture framework	ICAITSP039B Match the IT needs with the strategic direction of the enterprise
		PSPEA503A Use enterprise architecture tools		PSPEA605A Evaluate and select enterprise architecture tools		ICAITAD048C Develop configuration management

INDICATIVE AQF LEVELS						
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KEY AREA	AQF 3	AQF 4	AQF 5		AQF 6	
Financial Services		PSPFIN401A Use public sector financial processes	PSPFIN501A Apply public sector financial policies and processes		PSPFIN601A Apply complex public sector financial requirements	
	FNBFIN62A Evaluate and authorise payment requests			FNBACC03B Manage budgets and forecasts	PSPFIN602A Undertake strategic financial analysis	FNBACC27A Prepare and analyse management accounting information
	FNBFIN63A Process payment documentation	FNBACC22A Process business tax requirements	FNBACC01B Provide financial and business performance information	FNBACC06B Implement and maintain internal control procedures	PSPFIN603A Develop public sector financial strategies	FNBACC28A Prepare complex corporate financial reports
	FNBFIN65A Process journal entries	FNBACC24A Prepare operational budgets	FNBACC05B Establish and maintain accounting information systems	FNBACC30A Provide management accounting information	FNBACC08A Evaluate organisational processes	FNBACC09B Audit and report on financial systems and records
	BSBADM308A Process payroll	FNBACC31A Prepare financial statements	FNBACC07B Prepare complex tax returns and lodgments	FNBFIN64A Maintain integrity of financial systems	FNBACC10B Implement tax plans and evaluate tax compliance	FNBACC11B Monitor corporate governance activities
	BSBADM309A Process accounts payable and receivable	FNBACC32A Maintain asset and inventory records	FNBFIN58A Develop and monitor financial policy statements and operating procedures	BSBADM505A Manage payroll	FNBACC12B Implement organisational improvement programs	FNBACC13B Conduct internal audit
		BSBADM408A Prepare financial reports	FNBFIN66A Reconcile and monitor accounts receivable		FNBACC14B Evaluate business performance	FNBACC15B Evaluate organisation's financial performance
		BSBADM408A Report on financial activity			FNBACC16B Evaluate financial risk	FNBACC17B Develop and implement financial strategies

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KEY AREA	AQF 4		AQF 5		AQF 6	
Fraud Control	PSPFRAU401B Monitor data for indicators of fraud	PSPFRAU407B Conduct fraud control awareness sessions	PSPFRAU501B Communicate fraud control awareness	PSPFRAU502B Anticipate and detect possible fraud activity	PSPFRAU601B Develop fraud control strategy	PSPFRAU602B Manage fraud risk assessment and action plan
			PSPFRAU504B Conduct fraud risk assessments	PSPFRAU505B Develop fraud control plans	PSPFRAU603B Manage fraud control awareness	PSPFRAU605B Review fraud control activities
Also see <i>Regulatory</i> Key Area for additional units of competency related to Fraud Control			PSPFRAU506B Implement fraud control activities	PSPFRAU507B Coordinate development and implementation of fraud information systems		
Government Service Delivery	PSPGSD401A Identify and select government service delivery options	PSPGSD402A Administer government service delivery requirements	PSPGSD501A Develop and implement procedures for government service delivery	PSPGSD502A Manage the emergent dynamics of government service delivery		
	PSPGSD403A Conduct government service delivery interviews	PSPGSD404A Administer delivery of financial and other benefits	PSPGSD503A Provide specialist technical service delivery			
	PSPGSD405A Introduce the government service delivery model	PSPGSD406A Facilitate participation in government service delivery				
	PSPGSD407A Assist self-management of government service offers	PSPGSD408A Assist government service recipients with complex needs				
	PSPGSD409A Deal with incorrect payments and debts					

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Human Resource Management	PSPHR402A Administer human resource processes PSPHR403A Provide a consultancy service for human resource management CHCMED404A Facilitate the mediation process CHCMED405A Facilitate interaction between clients CHCMED406A Consolidate and conclude the mediation process CHCMED409B Facilitate alternative dispute resolution processes	PSPHR503A Facilitate performance management processes PSPHR505A Implement staffing policies PSPHR507A Coordinate employee support BSZ501A Analyse competency requirements BSZ503A Design and establish the assessment system BSZ505A Evaluate the training and assessment system	PSPHR504A Implement workforce planning and succession strategies PSPHR506A Coordinate employment relations PSPHR508A Coordinate career development BSZ502A Design and establish the training system BSZ504A Manage the training and assessment system CHCORG25B Recruit and co-ordinate volunteers	PSPHR603B Provide advisory and mediation services PSPHR613A Manage retention and separation PSPHR615A Manage human resource development strategies PSPHR617A Manage redeployment PSPHR619A Manage remuneration strategies and plans PSPHR621A Manage organisational design strategies	PSPHR612A Manage recruitment PSPHR614A Manage employment relations PSPHR616A Manage performance management system PSPHR618A Manage human resource information PSPHR620A Manage organisational development	PSPHR702B Formulate a strategic human resource plan PSPHR703A Provide leadership in strategic human resource management

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Injury Management Also see <i>Regulatory, Ethics and Legislation</i> Key Areas for additional units of competency related to Injury Management	PSPIM301A Process claims	PSPIM401A Conduct initial claim assessments PSPIM403A Make claim determinations PSPIM405A Develop return to work plans PSPIM407A Promote and educate about injury management PSPIM409A Maintain injury management case files	PSPIM402A Undertake initial rehabilitation assessments PSPIM404A Conduct situational workplace assessments PSPIM406A Implement and monitor return to work plans PSPIM408A Monitor and review injury management cases	PSPIM501A Determine liability and negotiate settlements PSPIM503A Maintain and monitor service standards CHCCM3B Develop, facilitate and monitor all aspects of case management	PSPIM502A Manage case direction and outcomes PSPIM504A Contribute to a quality injury management system CHCCM4B Promote high quality case management	
Public Land Administration Also see <i>Regulatory</i> Key Area for additional units of competency related to Public Land Administration	PSPLAND301A Collect land revenue PSPLAND302A Investigate tenure and land use history PSPLAND303A Administer public land tenures PSPLAND304A Provide administrative support for public reserves PSPLAND305A Provide administrative support for reserve management bodies PSPLAND306A Dispose of public land PSPLAND307A Assist in processing Aboriginal land claims/ applications PSPLAND308A Compile and check survey plans PSPLAND309A Administer roads FPIFGM147A Read and interpret maps RTC3218A Undertake a site assessment	PSPLAND401A Assess Crown land PSPLAND403A Prepare and lodge non-claimant native title applications PSPLAND405A Administer public reserves PSPLAND407A Coordinate land board sittings PSPLAND409A Handle compensation claims	PSPLAND402A Undertake native title assessments PSPLAND404A Investigate tenure applications PSPLAND406A Monitor reserves management PSPLAND408A Investigate Aboriginal land claims/applications	PSPLAND501A Review planning documents and environmental assessments PSPLAND503A Manage native title future act processes PSPLAND505A Provide technical expertise PSPLAND507A Undertake land acquisitions/ withdrawals PSPLAND509A Negotiate/mediate public land business agreements	PSPLAND502A Develop and market public land PSPLAND504A Manage public land tenures and applications PSPLAND506A Identify and manage contaminated sites PSPLAND508A Coordinate Aboriginal land claims/ applications RTC5504A Develop a management plan for a designated area	PSPLAND601A Manage unallocated land

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KEY AREA	AQF 4	AQF 5	AQF 6	AQF 7	AQF 6	AQF 7
Management Also see <i>Working in Government</i> Key Area for additional units of competency related to Management	BSBFLM501B Manage personal work priorities and professional development BSBFLM505B Manage operational plan BSBFLM509B Facilitate continuous improvement BSBFLM513A Manage budgets and financial plans within the work team	BSBFLM503B Manage effective workplace relationships BSBFLM506B Manage workplace information systems BSBFLM511B Develop a workplace learning environment BSBMGT506A Recruit, select and induct staff	PSPMNGT602B Manage resources PSPMNGT604B Manage change PSPMNGT606B Manage quality client service PSPMNGT608B Manage risk PSPMNGT610A Manage public sector financial resources PSPMNGT612A Review and improve business performance PSPMNGT614A Facilitate knowledge management	PSPMNGT603B Facilitate people management PSPMNGT605B Manage diversity PSPMNGT607B Develop a business case PSPMNGT609B Formulate business strategies PSPMNGT611A Manage evaluations PSPMNGT613A Develop partnering arrangements PSPMNGT615A Influence workforce effectiveness	PSPMNGT701B Provide strategic direction PSPMNGT702A Influence and shape diversity management PSPMNGT703A Lead and influence change PSPMNGT704A Undertake enterprise risk management	

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KEY AREA	AQF 3	AQF 4	AQF 5	AQF 6	AQF 6	AQF 6
Public Affairs	BSBMKG301A Research the market BSBMKG302A Identify marketing opportunities BSBMKG303A Draft an elementary marketing audit report	BSBMKG401A Profile the market BSBMKG402A Analyse consumer behaviour for specific markets BSBMKG403A Analyse market data BSBMKG404A Forecast market and business needs BSBMKG405A Implement and monitor marketing activities BSBMKG407A Make a presentation	PSPPA501A Provide public affairs writing and editorial services PSPPA502A Coordinate public affairs events and activities	BSBMKG501A Evaluate marketing opportunities BSBMKG502A Establish and adjust the marketing mix BSBMKG503A Develop a marketing communications plan BSBMKG504A Implement a marketing solution BSBMKG505A Review marketing performance	PSPPA601A Manage public affairs PSPPA602A Provide public affairs advisory service PSPPA603A Manage media relationships	BSBMKG601A Develop marketing strategies BSBMKG602A Develop a marketing plan BSBMKG603A Manage the marketing process BSBMKG604A Develop and manage direct marketing campaigns BSBMKG605A Evaluate international marketing opportunities BSBMKG606A Manage international marketing programs
Project Management		PSPPM401B Design simple projects PSPPM402B Manage simple projects PSPPM403B Close simple projects PSPPM404A Carry out simple project activities PSPPM405A Administer simple projects	PSPPM501B Design complex projects PSPPM502B Manage complex projects PSPPM503B Close complex projects PSPPM504A Carry out complex project activities	PSPPM601B Direct complex project activities		

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KEY AREA	AQF 3	AQF 4	AQF 5	AQF 6	AQF 6	AQF 7
Policy		PSPPOL401A Contribute to policy development PSPPOL403A Give and receive policy information	PSPPOL402A Assist with specialist policy development PSPPOL404A Support policy implementation	PSPPOL501A Develop organisation policy PSPPOL502A Advise on organisation policy	PSPPOL601A Develop public policy PSPPOL602A Provide policy advice PSPPOL603A Manage policy implementation	PSPPOL701A Influence strategic policy

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KEY AREA	AQF 3	AQF 4		AQF 5	AQF 6	AQF 7
Procurement & Contract Management	PSPPROC302A Undertake basic procurement	PSPPROC405B Dispose of assets	PSPPROC406A Procure goods and services	PSPPROC501A Manage contract risk	PSPPROC602B Direct the management of contracts	PSPPROC701B Establish strategic procurement directions
		PSPPROC407A Establish procurement need	PSPPROC408A Develop requests for offers	PSPPROC502A Establish contract management arrangements	PSPPROC603B Divest strategic assets	PSPPROC702B Establish the procurement context
		PSPPROC409A Receive and select offers	PSPPROC410A Administer contracts	PSPPROC503A Manage contract performance	PSPPROC604A Plan for strategic procurement	PSPPROC703B Evaluate and improve procurement performance
			PSPPROC504A Finalise contracts		PSPPROC605A Coordinate strategic procurement	
					PSPPROC606A Negotiate strategic procurement	

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SPECIALIST UNITS							
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KEY AREA	AQF 2 & 3	AQF 4		AQF 5	AQF 6	AQF 7	
Regulatory	PSPREG201A Carry out inspections and monitoring under guidance	PSPREG401C Exercise regulatory powers	PSPREG402C Promote client compliance	PSPREG501B Conduct prosecutions	PSPREG601B Manage regulatory compliance	PSPREG701A Manage investigations program	
		PSPREG403B Assess compliance	PSPREG404C Investigate non-compliance	PSPREG502A Coordinate investigation processes	PSPREG602B Evaluate regulatory compliance		
	PSPREG301A Undertake routine inspections and monitoring	PSPREG405B Act on non-compliance	PSPREG406C Make arrests	PSPREG503A Supervise and carry out complex inspections and monitoring	PSPREG603A Manage and lead inspection and monitoring programs		
		PSPREG407B Produce formal record of interview	PSPREG408C Conduct search and seizure	PSPREG504A Manage plant movement health risk	PUAPOL023A Manage investigations		
	Also see <i>Working in Government and Management</i> Key Areas for additional units of competency related to Regulatory work	PSPREG409B Prepare a brief of evidence	PSPREG410B Give evidence	PUAPOL024A Conduct investigations	PUAPOL029A Coordinate multi-agency investigations		
		PSPREG411A Gather information through interviews	PSPREG412A Gather and manage evidence	PUAPOL028A Manage investigation information processes	PUAPOL032A Plan intelligence activities		
		PSPREG413A Undertake inspections and monitoring	PSPREG414A Conduct surveillance	PUAPOL030A Review and evaluate major investigations	PUAPOL033A Manage intelligence information processes		
		PSPREG415A Receive and validate data	PSPREG416A Conduct data analysis		PUAPOL034A Analyse information		
		PSPREG417A Undertake compliance audits	PSPREG418A Advise on progress of investigations		PUAPOL035A Disseminate outputs from the intelligence process		
		PSPREG419A Finalise and report on investigations	PSPREG420A Plan and implement recovery action				
		PSPREG421A Take custody of and store weapons					

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KEY AREA	AQF 2	AQF 3	AQF 4	AQF 5	AQF 6	AQF 7
Government Science & Technology	PSPSCI201A Contribute to the provision of scientific technical support	PSPSCI301A Assist with scientific technical support	PSPSCI401A Provide scientific technical support	PSPSCI501A Provide high-level scientific technical support	PSPSCI601A Manage the provision of high-level scientific technical support	PSPSCI701A Create innovation and change through extension
		PSPSCI302A Support innovation and change through extension	PSPSCI402A Promote innovation and change through extension	PSPSCI502A Facilitate innovation and change through extension	PSPSCI602A Influence innovation and change through extension	PSPSCI702A Initiate and lead sophisticated scientific/technological research
		PSPSCI303A Undertake scientific / technological research	PSPSCI403A Organise and undertake scientific/technological research	PSPSCI503A Develop and undertake scientific/technological research	PSPSCI603A Initiate and conduct scientific/technological research	

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KEY AREA	AQF 3	AQF 4		AQF 5		AQF 6
Government Security Management Also see <i>Regulatory and Management Key Areas</i> for additional units of competency related to Government Security Management	PSPSEC301A Secure government assets PSPSEC302A Respond to government security incidents PSPSEC303A Conduct security awareness sessions PSPSEC304A Undertake information technology security audits	PSPSEC401A Undertake government security risk analysis PSPSEC403A Develop and advise on government security procedures PSPSEC405A Handle security classified information	PSPSEC402A Implement security risk treatments PSPSEC404A Conduct personnel security assessments PSPSEC406A Provide government security briefings	PSPSEC501A Assess security risks PSPSEC503A Implement and monitor security risk management plans PSPSEC505A Protect security classified information	PSPSEC502A Develop security risk management plans PSPSEC504A Coordinate protective security PSPSEC506A Communicate security awareness	PSPSEC601A Define information systems framework PSPSEC602A Manage security awareness
Road Transport Compliance		PSPTRAN401A Inspect vehicles PSPTRAN403A Assess vehicle compliance	PSPTRAN402A Assess driver compliance PSPTRAN404A Conduct detailed vehicle examination	PSPTRAN501A Provide specialist vehicle technical advice		

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KEY AREA	AQF 4	AQF 5		AQF 6		
Workplace Inspection		PSPWPI501B Evaluate workplace legislative compliance PSPWPI503B Investigate possible breaches of workplace legislation	PSPWPI502B Facilitate improvement in workplace legislative performance	PSPWPI601B Improve compliance through industry partnerships PSPWPI604A Represent and promote the organisation	PSPWPI602B Investigate complex issues PSPWPI605B Audit management systems	PSPWPI603B Manage emerging issues PSPWPI606A Contribute to the development and revision of legislation and related documents

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KEY AREA	AQF 4		AQF 5		AQF 6		
Specialist Occupational Health & Safety	PSPSOHS401A Contribute to the implementation of a systematic approach to managing OHS PSPSOHS403A Identify hazards and assess OHS risks PSPSOHS405A Contribute to the implementation of emergency procedures PSPSOHS407A Ensure compliance with OHS and other relevant laws	PSPSOHS402A Contribute to the implementation of the OHS consultation process PSPSOHS404A Contribute to the implementation of strategies to control OHS risk PSPSOHS406A Use equipment to conduct workplace monitoring	PSPSOHS501A Participate in the coordination and maintenance of a systematic approach to managing OHS PSPSOHS503A Assist in the design and development of OHS participative arrangements PSPSOHS505A Manage hazards in the work environment PSPSOHS507A Facilitate the application of principles of occupational health to control OHS risk	PSPSOHS502A Participate in the management of the OHS information and data systems PSPSOHS504A Apply principles of OHS risk management PSPSOHS506A Monitor and facilitate the management of hazards associated with plant PSPSOHS508A Participate in the investigation of incidents	PSPSOHS601A Develop a systematic approach to managing OHS including OHS management systems (OHSMS) PSPSOHS603A Analyse and evaluate OHS risk PSPSOHS605A Apply occupational hygiene principles to control OHS risk PSPSOHS607A Advise on application of safe design to control OHS risk PSPSOHS609A Evaluate an organisation's OHS performance	PSPSOHS602A Develop OHS information and data analysis and reporting and recording processes PSPSOHS604A Apply ergonomic principles to control occupational health and safety risk PSPSOHS606A Develop and implement crisis management processes PSPSOHS608A Conduct an OHS audit	



Competency Standards *from other training packages*

IMPORTED UNITS		INDICATIVE AQF LEVELS (Indicative of the qualification level where the unit is most likely to be packaged) Please note that this matrix does not depict qualifications				
KEY AREA	AQF 3			AQF 4		
School Support Services	AUR70508A Carry out manual handling operations	BCCCM2001B Use civil construction hand and power tools	BSBADM302A Produce texts from notes	BSBADM304A Design and develop text documents	BSBADM402A Produce complex business documents	BSBADM403A Develop and use complex databases
	BSBADM305A Create and use databases	BSBADM308A Process payroll	BSBADM309A Process accounts payable and receivable	BSBADM310A Maintain a general ledger	BSBADM404A Develop and use complex spreadsheets	BSBADM405A Organise meetings
	BSBCM307A Maintain business resources	BSBCM308A Maintain financial records	BSBEBUS301A Search and assess online business information	BSBEBUS302A Use and maintain electronic mail system	BSBADM408A Prepare financial reports	BSBCM402A Develop work priorities
	BSBEBUS304A Buy online	BSBEBUS307A Bank online	BSBFLM305B Support operational plan	BSBFLM309B Support continuous improvement systems and processes	BSBCM404A Develop teams and individuals	BSBCM406A Maintain business technology
	BSBFLM311B Support a workplace learning environment	BSBRKG301A Control records	CHCADMIN5C Work within the administration protocols of the organisation	CHCDIS1C Orientation to disability work	BSBCM408A Report on financial activity	BSBCM409A Promote products and services
	CHCDIS3C Provide services to people with disabilities	CHCDIS12A Provide care and support for students with severe physical disabilities	CHCDIS14A Support students with additional needs in the classroom	CHCDIS15B Provide behaviour support	BSBCM412A Promote innovation and change	BSBEBUS401A Conduct online research
	CHCDIS16B Provide advanced behaviour support	CHCDIS17A Provide care and support for students with disabilities	CHCDIS18A Support students with special needs	CHCRF1C Work effectively with families in caring for their child	BSBFLM403B Implement effective workplace relationships	BSBFLM405B Implement operational plan
	CHCIC1C Interact effectively with children	CULLB201A Assist clients to use an information service effectively	CULLB202A Assist with the maintenance of service area	CULLB203A Develop own information literacy skills	BSBFLM406B Implement workplace information system	BSBFLM412A Promote team effectiveness
	CULLB205A Prepare, process and store resources	CULLB302A Use bibliographic methods	CULLB303A Accession and process resources	CULLB304A Contribute to promotional programs and activities for clients	BSBHR401A Administer human resource systems	BSBHR403A Process human resource documents and inquiries
	CULLB305A Process orders	CULLB306A Respond to requests from other information providers for material	CULLB307A Use multimedia equipment	FNBFIN62A Evaluate and authorise payment requests	BSBHR404A Co-ordinate human resource services	BSBRKG402A Provide information from and about records
	FNBFIN63A Process payment documentation	FNBFIN65A Process journal entries	FNBFIN68A Prepare reports for management	CUSGEN01A Use and adapt to changes in technology	BSBRKG403A Set up a business or records system for a small office	BSBSBM404A Undertake business planning
	FPIC2011A Cross-cut materials with a hand held chainsaw	FPIC2007A Maintain chainsaws	ICAITS115B Maintain equipment and software in working order	ICAITS024C Provide basic system administration	BSBSBM406A Manage finances	BSBSBM407A Manage a small team
	ICAITS030B Install software to networked computers	ICAITU127B Support system software	NWP229A Construct and/or repair minor structures	PMLOHS300A Work safely in accordance with defined policies and procedures	CULLB401A Contribute to client access to information	CULLB407A Use networked services effectively to provide access to information
	PMLOHS301A Work safely with instruments that emit ionising radiation	PMLDATA300A Process and record data	PMLMAIN300A Maintain the laboratory fit for purpose	PMLSAMP300A Handle and transport samples	CULLB408A Acquire and process resources for access	CULLB410A Obtain information resources from remote sources for clients
	PMLSAMP301A Receive and prepare a range of samples for pathology testing	PMLSCIG300A Operate basic handblowing equipment	PMLSCIG301A Repair glass apparatus using simple glassblowing equipment	PMLQUAL300A Contribute to the achievement of quality objectives	CULLB412A Undertake cataloguing activities	FNBFIN67A Produce management reports to enable effective decision making
	PMLTEST300A Perform basic tests	PMLTEST301A Perform biological laboratory procedures	PMLTEST302A Calibrate testing equipment and assist with its maintenance	PMLTEST303A Prepare working solutions	FNBFIN69A Analyse and comment on management reports	ICAITS108B Complete database back-up and recovery
	PMLTEST304A Prepare culture media	PMLTEST305A Perform aseptic techniques	PMLTEST306A Assist with fieldwork	PMLTEST307A Prepare trial batches for evaluation	ICAITS110B Implement system software changes	ICAITS113B Identify and resolve common database performance problems
	PRSSO207A Respond to security risk situation	PRSSO303A Determine response to security risk situation	SRCAQU001A Monitor pool water quality	SRCAQU004A Maintain pool water quality	ICAITS114B Implement maintenance procedures	ICAITS191A Maintain web site performance
	THHBKAT02B Package prepared foodstuffs	THHBKAT03B Transport and store food in a safe and hygienic manner	THHBKAT06B Apply catering control principles	THHBKA01B Organise and prepare food	ICAITS124B Monitor and administer network security	ICAITS125B Monitor and administer a database
	THHBKA02B Present food	THHBKA03B Receive and store kitchen supplies	THHBKA04B Clean and maintain kitchen premises	THHBCC01B Use basic methods of cookery	ICAITS134A Provide remote helpdesk support	PMLDATA501A Use laboratory application software
	THHBCC03B Prepare stocks, sauces and soups	THHBCC04B Prepare vegetables, eggs and farinaceous dishes	THHBCC11B Implement food safety procedures	THHBH05B Launder linen and guest clothes	ICPMM21CA Capture a digital image	PMLMAIN500A Maintain and control stocks
	THHGH01B Follow workplace hygiene procedures	THHGH02B Clean premises and equipment	TDTA2297B Participate in stocktakes	TDTD397C Handle dangerous goods/hazardous substances	PMLQUAL401A Apply quality systems and continuous improvement processes	PMLTEST400A Perform instrumental tests/procedures
					PMLTEST401A Perform non-instrumental tests/procedures	PMLTEST402A Prepare, standardise and use solutions
					PMLTEST500A Calibrate and maintain instruments	

Competency Standards *from other training packages*

IMPORTED UNITS						
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KEY AREA	AQF 3	AQF 4	AQF 5	AQF 5	AQF 6	AQF 6
Recordkeeping See also e-Business	BSBRKG301A Control records	BSBRKG401A Review the status of a record	BSBRKG501A Determine business or records system specifications	BSBRKG502A Manage and monitor business or records systems	BSBRKG601A Define recordkeeping framework	BSBRKG602A Develop recordkeeping policy
	BSBRKG302A Undertake disposal	BSBRKG402A Provide information from and about records	BSBRKG503A Develop and maintain a classification scheme	BSBRKG504A Develop terminology for activities and records	BSBRKG603A Prepare a functional analysis for an organisation	BSBRKG605A Determine records requirements to document a function
	BSBRKG303A Retrieve information from records	BSBRKG403A Set up a business or records system for a small office	BSBRKG505A Document or reconstruct a business or records system		BSBRKG606A Design a records retention and disposal schedule	BSBRKG607A Document and monitor the record-creating context
	BSBRKG304A Maintain business records				BSBRKG608A Plan management of records over time	

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KEY AREA	AQF 1					
Business	BSBCMN101A Prepare for work	BSBCMN102A Complete daily work activities	BSBCMN103A Apply basic communication skills	BSBCMN104A Plan skills development	BSBCMN105A Use business equipment	BSBCMN106A Follow workplace safety procedures
	BSBCMN107A Operate a personal computer	BSBCMN108A Develop keyboard skills	BSBCMN109A Follow environmental work practices			

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e-Business	BSBEBUS301A Search and assess online business information	BSBEBUS401A Conduct online research	BSBEBUS506A Plan and develop a business website	BSBEBUS507A Manage the business aspects of a website	BSBEBUS603A Evaluate new technologies for business	BSBEBUS604A Develop a business website strategy
	BSBEBUS302A Use and maintain electronic mail system	BSBEBUS402A Implement e-correspondence policies	BSBEBUS512A Implement electronic communication policy	BSBEBUS513A Plan e-learning	BSBEBUS608A Develop and implement online information policy	BSBEBUS610A Develop electronic communication policy
	BSBEBUS309A Undertake e-learning	BSBEBUS403A Communicate electronically	BSBEBUS514A Implement e-learning		BSBEBUS615A Use online systems to support managerial decision-making	
		BSBEBUS406A Monitor and maintain records in an online environment				
		BSBEBUS407A Review and maintain the business aspects of a website				

IMPORTED UNITS						
INDICATIVE AQF LEVELS (Indicative of the qualification level where the unit is most likely to be packaged) Please note that this matrix does not depict qualifications						
KEY AREA	AQF 3	AQF 4/5	AQF 5	AQF 5/6	AQF 6	AQF 6
Workplace Emergency Response	PUAWER001A* Identify, prevent and report potential workplace emergency situations	PUAWER005A* Operate as part of an emergency control organisation	PUAWER002A Ensure workplace emergency prevention procedures, systems and processes are implemented	PUAWER006A Lead an emergency control organisation	PUAWER003A Manage and monitor workplace emergency, procedures, equipment and other resources	PUAWER007A Manage an emergency control organisation
	PUAWER004A* Respond to workplace emergencies	PUAWER009A* Participate as a member of a workplace emergency initial response team		PUAWER010A* Lead a workplace emergency initial response team		PUAWER011A Manage workplace emergency initial response teams
	PUAWER008A* Confine small workplace emergencies					

* Advice from the Public Safety ITAB indicates that these units may be incorporated in qualifications at any level where these skills are a part of that person's workplace responsibility

Competency Standards *from other training packages*

IMPORTED UNITS		INDICATIVE AQF LEVELS (Indicative of the qualification level where the unit is most likely to be packaged) Please note that this matrix does not depict qualifications				
KEY AREA	AQF 4			AQF 5		
Project Management (Private Sector) NB Units at each level must be selected as a group	BSBPM401A Apply scope management techniques	BSBPM402A Apply time management techniques	BSBPM403A Apply cost management techniques	BSBPM501A Manage application of project integrative processes	BSBPM502A Manage project scope	BSBPM503A Manage project time
	BSBPM404A Apply quality management techniques	BSBPM405A Apply human resources management approaches	BSBPM406A Apply communications management techniques	BSBPM504A Manage project costs	BSBPM505A Manage project quality	BSBPM506A Manage project human resources
	BSBPM407A Apply risk management techniques	BSBPM408A Apply contract and procurement techniques		BSBPM507A Manage project communications	BSBPM508A Manage project risk	BSBPM509A Manage project procurement

IMPORTED UNITS		INDICATIVE AQF LEVELS (Indicative of the qualification level where the unit is most likely to be packaged) Please note that this matrix does not depict qualifications	
KEY AREA	AQF 5		
Training and Development			BSZ501A Analyse competency requirements BSZ502A Design and establish the training system BSZ503A Design and establish the assessment system BSZ504A Manage the training and assessment system BSZ505A Evaluate the training and assessment system



