

## WHAT IS THIS SKILL SET?

This skill set addresses the skills and knowledge to lead innovation for a range of purposes required within an organisation.

## WHO IS THIS COURSE FOR?

This skill set is for individuals who as part of their job lead innovation practices within a work environment for an organisation or work area or those who are looking to develop skill sets in this area.

## WHAT CAN I DO WITH MY SKILL SET?

Units from this skill set can contribute to credit towards BSB50120 Diploma of Business.

## WHAT WILL I LEARN?

- |                  |   |
|------------------|---|
| <b>BSBPMG531</b> | <b>Manage project time</b><br>This unit describes the skills and knowledge required to manage time during projects. It involves determining and implementing the project schedule and assessing time management outcomes.   |
| <b>BSBSTR501</b> | <b>Establish innovative work environments</b><br>This unit describes the skills and knowledge required to create an environment that enables and supports practice which focuses on a holistic approach to the integration of innovation across all areas of work practice. |
| <b>BSBSTR601</b> | <b>Manage innovation and continuous improvement</b><br>This unit describes the skills and knowledge required to sustain and develop an environment in which continuous improvement, innovation and learning are promoted and rewarded.                                      |

## WHAT IS THIS SKILL SET?

This skill set addresses the skills and knowledge to support innovative practices for a range of purposes required within or external to an organisation.

## WHO IS THIS COURSE FOR?

This skill set is for individuals who are required to use critical thinking and creative processes to innovate in a broad range of contexts or are looking to develop skills in this area.

## WHAT CAN I DO WITH MY SKILL SET?

Units from this skill set can contribute to credit towards BSB40120 Certificate IV in Business and BSB40320 Certificate IV in Entrepreneurship and New Business.

## WHAT WILL I LEARN?

- |                  |   |
|------------------|---|
| <b>BSBCRT411</b> | <b>Apply critical thinking to work practices</b><br>This unit describes the skills and knowledge required to use advanced-level critical thinking skills in a workplace context. This includes using methods of analysis, synthesis and evaluation.   |
| <b>BSBCRT413</b> | <b>Collaborate in creative processes</b><br>This unit describes the skills and knowledge required to engage in a creative process and reflect on own role in the process.   |
| <b>BSBCRT512</b> | <b>Originate and develop concepts</b><br>This unit describes the skills and knowledge required to originate and develop concepts for products, programs, processes or services to an operational level.   |
| <b>BSBST402</b>  | <b>Implement continuous improvement</b><br>This unit describes the skills and knowledge required to implement continuous improvement of systems and processes of an organisation. It includes using systems and strategies to encourage the team to participate in the process, monitoring and reviewing performance, and identifying opportunities for further improvements. |

## WHAT IS THIS SKILL SET?

This skill set addresses the skills and knowledge to plan and develop new business ventures for a business generating self-employment, or for an existing organisation.

## WHO IS THIS COURSE FOR?

This skill set is for individuals who are starting a new business venture within or external to an organisation or looking to develop their skills in this area.

## WHAT CAN I DO WITH MY SKILL SET?

Units from this skill set can contribute to credit towards a training package that lists these units of competencies.

## WHAT WILL I LEARN?

- BSBESB301 Investigate business opportunities**  
This unit describes the skills and knowledge required to identify a business opportunity and its key components. This requires undertaking research to determine the viability of the opportunity, with reference to the legislative frameworks affecting the business.
- BSBESB302 Develop and present business proposals**  
This unit describes the skills and knowledge required to research the viability of ideas for business opportunities and develop and present proposals for viable options in formats suiting a range of stakeholders.
- BSBESB303 Organise finances for new business ventures**  
This unit describes the skills and knowledge required to estimate start-up costs, financial viability and projected cash flow and budget for a new business venture. It involves assessing the need to access required finances based on calculations and estimates undertaken.
- BSBESB304 Determine resource requirements for new business ventures**  
This unit describes the skills and knowledge required to identify resources required for new business ventures; select options for acquiring them; and develop procedures and systems for introducing, using and maintaining them.