

WHAT IS THIS SKILL SET?

This skill set addresses the skills and knowledge to manage business operations for a range of purposes required within an organisation.

WHO IS THIS COURSE FOR?

This skill set is for individuals who are required to manage business operations within an organisation or 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 BSB50120 Diploma of Business.

WHAT WILL I LEARN?

BSBFIN501	Manage budgets and financial plans This unit describes the skills and knowledge required to undertake financial management in an organisation or work area. It includes planning and implementing financial management approaches and supporting and evaluating effectiveness of financial management processes.
BSBOPS501	Manage business resources This unit describes the skills and knowledge required to manage resources according to planned business strategies. It includes analysing resource requirements, developing resource plans, allocating resources, and reviewing and reporting on resource usage.
BSBOPS504	Manage business risk This unit describes skills and knowledge required to manage business risks in a range of contexts across an organisation or for a specific business unit or area in any industry setting.
BSBOPS601	Develop and implement business plans This unit describes the skills and knowledge required to lead a business operation that covers the steps required to develop and implement business plans.
BSBST503	Develop organisational policy This unit describes the skills and knowledge required to develop and review policy in an organisation. It covers anticipating and confirming the need for policy development or review; planning the policy development process; gathering and analysing information; determining policy direction; and drafting, releasing and promoting policy.

WHAT IS THIS SKILL SET?

This skill set addresses the skills and knowledge to undertake business development activities for an organisation.

WHO IS THIS COURSE FOR?

This skill set is for individuals who are required to engage in business development within 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 BSB50120 Diploma of Business.

WHAT WILL I LEARN?

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| BSBMKG541 | Identify and evaluate marketing opportunities
This unit describes the skills and knowledge required to identify, evaluate and take advantage of marketing opportunities by analysing market data, distinguishing characteristics of possible markets and assessing viability of changes to operations. |
| BSBMKG548 | Forecast international market and business needs
This unit describes the skills and knowledge required to forecast, evaluate and draw insights from international market intelligence to promote business development. |
| BSBTWK401 | Build and maintain business relationships
This unit describes the skills and knowledge required to establish, develop and maintain effective work relationships and networks through relationship building and negotiation skills required by workers. These workers may be within an organisation as well as freelance or contract workers. |
| SIRXMGT005 | Lead the development of business opportunities
This unit describes the performance outcomes, skills and knowledge required to identify, analyse and implement programs that will provide opportunities for business growth. |

WHAT IS THIS SKILL SET?

This skill set addresses the skills and knowledge to use digital technology in a business administration role for a range of purposes required within an organisation.

WHO IS THIS COURSE FOR?

This skill set is for individuals who use digital technology in the workplace, particularly in a business administration role 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 BSB40120 Certificate IV in Business.

WHAT WILL I LEARN?

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| BSBTEC401 | Design and produce complex text documents
This unit describes the skills and knowledge required to design and develop business documents using complex technical features of word processing software. |
| BSBTEC402 | Design and produce complex spreadsheets
This unit describes the skills and knowledge required to use spreadsheet software to complete business tasks and produce complex documents. |
| BSBTEC403 | Apply digital solutions to work processes
This unit defines the skills, knowledge and outcomes to integrate digital technologies into common management practice. |
| BSBTEC404 | Use digital technologies to collaborate in a work environment
This unit describes the skills and knowledge required to understand the fundamentals of using digital technologies to collaborate in a workplace context, including working as part of a remote team. It involves undertaking a basic review of organisational processes to identify opportunities for using digital technologies to complete work tasks more efficiently and effectively. |

SIRSS00018 UNDERSTAND THE USE OF SOCIAL MEDIA FOR BUSINESS PURPOSES SKILL SET



WHAT IS THIS SKILL SET?

A set of skills to identify the use of social media and other online platforms for business purposes, and to identify the ethical and professional standards required to use these platforms in an organisation or business. This Skill Set is designed for use across industries.

WHO IS THIS COURSE FOR?

Self-employed individuals, and owners and employees of any type of micro, small, medium or large organisation that utilises social media and online tools for customer engagement including commercial, not-for-profit and government organisations.

WHAT CAN I DO WITH MY SKILL SET?

Achievement of these units provides credit towards any Training Package qualification containing any of the Skill Set units of competency.

WHAT WILL I LEARN?

SIRXOSM001

Identify and review social media and online platforms for organisational use

This unit describes the performance outcomes, skills and knowledge required to source information on a range of social media and online platform categories and brands and their key audiences, and to identify how different platform functions are used by organisations and their customers.

This key skill underpins effective performance when selecting and utilising social media and online platforms for diverse purposes. It applies to individuals working at all levels from operational personnel through to managers. They would have already acquired information and computer technology skills sufficient to use the Internet and create basic documents.

SIRXOSM002

Maintain ethical and professional standards when using social media and online platforms

This unit describes the performance outcomes, skills and knowledge required to source information on, and work according to, a range of ethical and professional standards when using social media and online platforms for business purposes.

This key skill underpins effective performance when utilising social media and online platforms for diverse purposes. It applies to individuals working at all levels from operational personnel through to managers.

WHAT IS THIS SKILL SET?

This skill set addresses the skills and knowledge to write effectively for a range of purposes required within a business context.

WHO IS THIS COURSE FOR?

This skill set is for individuals who use written communication within a business environment or looking to further develop their skills in this area.

WHAT CAN I DO WITH MY SKILL SET?

Achievement of these units provides credit towards any Training Package qualification containing any of the Skill Set units of competency.

WHAT WILL I LEARN?

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| BSBTEC301 | Design and produce business documents
This unit describes the skills and knowledge required to design and produce various business documents. It includes selecting and using a range of functions on a variety of computer applications. |
| CUAWRT404 | Perform writing and editing tasks
This unit describes the skills and knowledge required to apply the conventions of plain English to writing and editing tasks of different forms. It also includes editing and proofreading techniques. |
| ICTICT435 | Create technical documentation
This unit describes the skills and knowledge required to create technical documentation that is clear and understandable for the target audience and both easy to navigate and apply. |