

IBSA Training Package Skill Sets – 11 June 2011

BSB07 – Business services

1. Franchising Skill Set

Target Group	This skill set is for consultants assisting people to buy into a franchise or to franchise their own business operation.	
Units	BSBFRA502B	Manage a franchise operation
	BSBFRA504B	Manage relationships with franchisees
	BSBFRA505B	Manage closure of a franchise
Pathway	These units provide credit towards a number of qualifications, including the BSB50507 Diploma of Franchising.	
Suggested form of words for Statement of Attainment	These competencies from the BSB07 Business Services Training Package meet the industry requirements for providing consultancy services to franchisors and franchisees.	

2. Governance Induction Skill Set

Target Group	This skill set is for individuals who are new to positions on a Board of governance.	
Units	BSBGOV401A	Implement Board member responsibilities
	BSBGOV402A	Work within organisational structure
	BSBGOV403A	Analyse financial reports and budgets
Pathway	These units provide credit towards the BSB40907 Certificate IV in Governance.	
Suggested form of words for Statement of Attainment	These competencies from the BSB07 Business Services Training Package meet the industry requirements for new Board members.	

3. Key Management Skill Set

Target Group	This skill set is for people newly promoted to the position of supervisor, leading hand or team leader.	
Units	BSBMGT401A	Show leadership in the workplace
	BSBMGT402A	Implement operational plan
	BSBWOR402A	Promote team effectiveness
Pathway	These units provide credit towards a number of qualifications including the BSB40807 Certificate IV in Frontline Management.	
Suggested form of words for Statement of Attainment	These competencies from the BSB07 Business Services Training Package meet the industry requirements for a supervisor.	

4. Key Recordkeeping Skill Set

Target Group	This skill set is for individuals who have operational responsibilities with regards to records and/or recordkeeping systems.	
Units	BSBRKG305A	Review recordkeeping functions
	BSBRKG301B	Control records
	BSBRKG302B	Undertake disposal
Pathway	These units provide credit towards the BSB30807 Certificate III in Recordkeeping.	
Suggested form of words for Statement of Attainment	These competencies from the BSB07 Business Services Training Package meet the industry requirements for recordkeeping at an operational level within an organisation.	

5. Legal Transcription Skill Set

Target Group	This skill set is for individuals providing transcription services
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	to the legal industry.	
Units	BSBADM411A	Produce complex texts from audio transcription
	BSBITU307A	Develop keyboarding speed and accuracy
	BSBLEG305A	Use legal terminology in order to carry out tasks
	BSBRES401A	Analyse and present research information
	BSBWRT401A	Write complex documents
Pathway	These units provide credit towards a number of qualifications including the BSB40207 Certificate IV in Business and the BSB40507 Certificate IV in Business Administration.	
Suggested form of words for Statement of Attainment	These competencies from the BSB07 Business Services Training Package meet the industry requirements for a legal transcription typist.	

6. Medical Transcription Skill Set

Target Group	This skill set is for individuals providing transcription services to the medical industry.	
Units	BSBADM411A	Produce complex texts from audio transcription
	BSBITU307A	Develop keyboarding speed and accuracy
	BSBMED301B	Interpret and apply medical terminology appropriately
	BSBRES401A	Analyse and present research information
	BSBWRT401A	Write complex documents
Pathway	These units provide credit towards a number of qualifications including, the BSB40207 Certificate IV in Business and the BSB40507 Certificate IV in Business Administration.	

Suggested form of words for Statement of Attainment	These competencies from the BSB07 Business Services Training Package meet the industry requirements for a medical transcription typist.
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7. Small Business Contracting Skill Set

Target Group	This skill set is for small business practitioners who are pursuing contracted business opportunities. It may relate to people who operate a small business on a day-to-day basis either as an owner-operator or as an employed operator/manager.	
Units	BSBSMB401A	Establish legal and risk management requirements of small business
	BSBSMB402A	Plan small business finances
	PSPGOV407B	Provide a quotation
Pathway	The BSB units of competency provide credit towards the BSB40407 Certificate IV in Small Business Management.	
Suggested form of words for Statement of Attainment	These units of competency meet the industry requirements for conducting business via contracted activity.	

8. Small Business Financial Management Skill Set

Target Group	This skill set is for small business practitioners who are managing finances for a small business. It may relate to people who are establishing or operating a micro business providing for self employment.	
Units	BSBSMB304A	Determine resource requirements for the micro business
	BSBSMB402A	Plan small business finances
	BSBSMB406A	Manage small business finances

Pathway	<p>BSBSMB304A Determine resource requirements for the micro business provides credit towards the BSB30307 Certificate III in Micro Business Operations.</p> <p>BSBSMB402A Plan small business finances provides credit towards the BSB40407 Certificate IV in Small Business Management.</p>
Suggested form of words for Statement of Attainment	These units of competency meet the industry requirements for financial management.

9. Small Business Home-Based Business Skill Set

Target Group	This skill set is for people who are establishing or operating a micro business providing for self employment.	
Units	BSBSMB304A	Determine resource requirements for the micro business
	BSBSMB306A	Plan a home-based business
	BSBSMB307A	Set up information and communications technology for the micro business
Pathway	These units of competency provide credit towards the BSB30307 Certificate III in Micro Business Operations.	
Suggested form of words for Statement of Attainment	These units of competency meet the industry requirements for establishing or operating a home-based micro business.	

10. Small Business Indigenous Corporate Governance Skill Set

Target Group	This skill set is for small business practitioners who are involved in Indigenous corporate governance. It may relate to people who manage a small business on a day-to-day basis for Indigenous organisations.
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Units	BSBATSIM413B	Oversee business planning
	BSBGOV401A	Implement Board member responsibilities
	BSBGOV402A	Work within organisational structure
Pathway	<p>BSBATSIM413B Oversee business planning provides credit towards the BSB41907 Certificate IV in Business (Governance).</p> <p>BSBGOV401A Implement Board member responsibilities and BSBGOV402A Work within organisational structure provide credit towards the BSB40907 Certificate IV in Governance.</p>	
Suggested form of words for Statement of Attainment	<p>These units of competency meet the industry requirements for providing corporate governance advice within Indigenous organisations.</p>	

11. Small Business Marketing Skill Set

Target Group	<p>This skill set is for small business practitioners who are conducting marketing activities. It may relate to people who operate a small business on a day-to-day basis either as an owner–operator or as an employed operator/manager.</p>	
Units	BSBMKG401B	Profile the market
	BSBMKG402B	Analyse consumer behaviour for specific markets
	BSBMKG414B	Undertake marketing activities
	BSBSMB403A	Market the small business
	BSBSMB301A	Investigate micro business opportunities
Pathway	<p>BSBSMB301A Investigate micro business opportunities provides credit towards the BSB30307 Certificate III in Micro Business Operations.</p> <p>BSBMKG414B Undertake marketing activities and BSBSMB403A Market the small business provide credit towards the BSB40407 Certificate IV in Small Business</p>	

	<p>Management.</p> <p>BSBMKG401B Profile the market and BSBMKG402B Analyse consumer behavior for specific markets provide credit towards the BSB41307 Certificate IV in Marketing.</p>
Suggested form of words for Statement of Attainment	<p>These units of competency meet the industry requirements for conducting marketing activities for a small business.</p>

12. Small Business Operations Preparatory Skill Set

Target Group	<p>This skill set is for people who are assisting with small business operations or are intending to start a small business. It may relate to people working in a micro/small business or to people examining the potential for establishing a micro business.</p>	
Units	BSBIND201A	Work effectively in a business environment
	BSBSMB201A	Identify suitability for micro business
	BSBWOR204A	Use business technology
	FNSFLIT203A	Develop understanding of debt and consumer credit
Pathway	<p>BSBIND201A Work effectively in a business environment provides credit towards the BSB10107 Certificate I in Business.</p> <p>BSBWOR204A Use business technology provides credit towards the BSB20107 Certificate II in Business.</p>	
Suggested form of words for Statement of Attainment	<p>These units of competency meet the industry requirements for providing assistance with the management of a small business.</p>	

13. Small Business Preparatory Skill Set

Target Group	<p>This skill set is for people preparing for work in a micro/small business.</p>
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Units	BSBADM101A	Use business equipment and resources
	BSBITU101A	Operate a personal computer
	FNSFLIT201A	Develop and use a personal budget
Pathway	<p>The BSB units of competency provide credit towards the BSB10107 Certificate I in Business.</p> <p>FNSFLIT201A Develop and use a personal budget provides credit towards the BSB30307 Certificate III in Micro Business Operations.</p>	
Suggested form of words for Statement of Attainment	<p>These units of competency meet the industry requirements for providing preparatory work in small business management.</p>	

14. Small Business Intellectual Property Skill Set

Target Group	<p>This skill set is for people who need to manage the protection and commercialisation of intellectual property in small business.</p>	
Units	BSBIPR405A	Protect and use intangible assets in small business
	BSBCRT501A	Originate and develop concepts
Pathway	<p>Units from within this Skill Set can contribute to a number of qualifications, including BSB30307 Certificate III in Micro Business Operations, BSB40207 Certificate IV in Business, BSB40407 Certificate IV in Small Business Management and BSB40707 Certificate IV Franchising.</p>	
Suggested form of words for Statement of Attainment	<p>These competencies from the BSB07 Business Services Training Package meet the industry requirements for the protection of intellectual property in small business.</p>	

15. Intellectual Property Strategic Management Skill Set

Target Group	<p>This skill set is for managers who need to develop strategies</p>
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	for the management and commercialisation of intellectual property.	
Units	BSBIPR501A	Manage intellectual property to protect and grow business
	BSBIPR601A	Develop and implement strategies for intellectual property management
Pathway	Units from within this Skill Set can contribute to a number of qualifications, including the BSB50207 Diploma of Business, BSB50507 Diploma of Franchising, BSB51107 Diploma of Management, BSB60207 Advanced Diploma of Business, and BSB60407 Advanced Diploma of Management.	
Suggested form of words for Statement of Attainment	These competencies from the BSB07 Business Services Training Package meet the industry requirements for developing and managing intellectual property strategies.	

16. Copyright Skill Set

Target Group	This skill set is for people who need to manage the protection and commercialisation of original works within an organisation.	
Units	BSBIPR401A	Use and respect copyright
	BSBIPR501A	Manage intellectual property to protect and grow business
Pathway	Units from within this Skill Set can contribute to a number of qualifications, including the BSB40207 Certificate IV in Business, BSB50207 Diploma of Business, BSB50507 Diploma of Franchising and BSB51107 Diploma of Management.	
Suggested form of words for Statement of Attainment	These competencies from the BSB07 Business Services Training Package meet the industry requirements for the management of the protection and use of original works within an organisation.	

17. Trade Mark Skill Set

Target Group	This skill set is for people who need to manage the protection and commercialisation of brands and business identity within an organisation.	
Units	BSBIPR403A	Protect and use brands and business identity
	BSBIPR501A	Manage intellectual property to protect and grow business
Pathway	Units from within this Skill Set can contribute to a number of qualifications, including the BSB40207 Certificate IV in Business, BSB50207 Diploma of Business, BSB50507 Diploma of Franchising and BSB51107 Diploma of Management.	
Suggested form of words for Statement of Attainment	These competencies from the BSB07 Business Services Training Package meet the industry requirements for the management of the protection and use of brands and business identity within an organisation.	

18. Patent Skill Set

Target Group	This skill set is for people who need to manage the protection and commercialisation of inventions and innovations within an organisation.	
Units	BSBIPR402A	Protect and use new inventions and innovations
	BSBIPR501A	Manage intellectual property to protect and grow business
Pathway	Units from within this Skill Set can contribute to a number of qualifications, including the BSB40207 Certificate IV in Business, BSB50207 Diploma of Business, BSB50507 Diploma of Franchising and BSB51107 Diploma of Management.	
Suggested form of words for Statement of Attainment	These competencies from the BSB07 Business Services Training Package meet the industry requirements for the management of the protection and use of inventions and	

	innovations within an organisation.
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19. Design Protection Skill Set

Target Group	This skill set is for people who need to manage the protection and commercialisation of innovative designs within an organisation.	
Units	BSBIPR404A	Protect and use innovative designs
	BSBIPR501A	Manage intellectual property to protect and grow business
Pathway	Units from within this Skill Set can contribute to a number of qualifications, including the BSB40207 Certificate IV in Business, BSB50207 Diploma of Business, BSB50507 Diploma of Franchising and BSB51107 Diploma of Management.	
Suggested form of words for Statement of Attainment	These competencies from the BSB07 Business Services Training Package meet the industry requirements for the management of the protection and use of innovative designs within an organisation.	

20. Basic Contact Centre Operations Skill Set

Target Group	This Skill Set is designed for persons who are seeking to enter the industry and require basic operator skills or are working in a contact centre and require recognition of their current skills.	
Units	BSBOHS201A	Participate in OHS processes
	BSBIND101A	Work effectively in a contact centre environment
	BSBCCO201A	Action customer contact
	BSBITU101A	Operate a personal computer
Pathway	These units of competency provide credit towards a range of qualifications, including:	

	BSB20207 Certificate II in Customer Contact BSB30207 Certificate III in Customer Contact
Suggested form of words for Statement of Attainment	These units of competency from the BSB07 Business Services Training Package meet basic competency requirements for operators in a contact centre.

21. Design Fundamentals Skill Set

Target Group	This Skill Set is for individuals working in any industry context who need to develop and apply an appreciation of the design process in improving individual work processes and practices. Good design processes include the application of critical thinking to a range of situations and challenges including product and service requirements arising from particular business or community needs.	
Units	BSBDES202A	Evaluate the nature of design in a specific industry context
	BSBCRT101A	Apply critical thinking techniques
	BSBDES201A	Follow a design process
Pathway	These units of competency provide credit towards a broad range of qualifications in multiple industry and community contexts	
Suggested form of words for Statement of Attainment	These units of competency from the BSB07 Business Services Training Package meet broad industry and community requirements for the development and application of basic design fundamental skills.	

22. Aspiring Supervisor Skill Set

Target Group	This skill set is for staff who plan to move into supervisory or team leader roles.	
Units	BSBFLM303C	Contribute to effective workplace relationships
	BSBFLM305C	Support operational plan

	BSBFLM306C	Provide workplace information and resourcing plans
	BSBFLM312C	Contribute to team effectiveness
Pathway	Units from this skill set can contribute to BSB30110 Certificate III in Business.	
Suggested form of words for Statement of Attainment	These units of competency from BSB07 Business Services Training Package meet the industry requirements for people with supervisory or managerial aspirations.	

23. Managing Innovation Skill Set

Target Group	This skill set is for individuals whose role includes fostering innovation at all levels of the workforce.	
Units	BSBINN502A	Build and sustain an innovative work environment
	BSBINN501A	Establish systems that support innovation
	BSBIPR402A	Protect and use new inventions and innovations
Pathway	Units from this skill set can contribute to a number of qualifications, including BSB40207 Certificate IV in Business, BSB50207 Diploma of Business, and BSB51107 Diploma of Management.	
Suggested form of words for Statement of Attainment	These units of competency from BSB07 Business Services Training Package meet the industry requirements for fostering innovation at all levels of the workforce.	

CULTURAL & CREATIVE

CUA11 – Live performance

24. Advanced Classical Ballet Teaching Skill Set

Target group	This skill set is for people with experience in teaching dance, who are responsible for teaching classical ballet at an advanced level.	
Units	CUADTM403A	Apply safe dance teaching methods
	CUADTM508A	Refine dance teaching methodologies
	CUADTM509A	Refine professional practice as a dance teacher
	CUADTM601A	Teach high level classical ballet dance technique
	CUAOHS403A	Incorporate anatomy and nutrition principles into skill development
Pathway	These units provide credit towards CUA40211 Certificate IV in Dance Teaching and Management and CUA50311 Diploma of Dance Teaching and Management.	
Suggested form of words for Statement of Attainment	These units of competency from CUA11 Live Performance Training Package meet industry requirements for providing individuals with advanced training in classical ballet technique.	

25. Advanced Contemporary Dance Teaching Skill Set

Target group	This skill set is for people with experience in teaching dance, who are responsible for teaching contemporary dance at an advanced level.	
Units	CUADTM403A	Apply safe dance teaching methods
	CUADTM508A	Refine dance teaching methodologies
	CUADTM509A	Refine professional practice as a dance teacher
	CUADTM603A	Teach high level contemporary dance technique

	CUAOHS403A	Incorporate anatomy and nutrition principles into skill development
Pathway	These units provide credit towards CUA40211 Certificate IV in Dance Teaching and Management and CUA50311 Diploma of Dance Teaching and Management.	
Suggested form of words for Statement of Attainment	These units of competency from CUA11 Live Performance Training Package meet industry requirements for providing individuals with advanced training in contemporary dance technique.	

26. Advanced Cultural Dance Teaching Skill Set

Target group	This skill set is for people with experience in teaching dance, who are responsible for teaching cultural/creative dance at an advanced level.	
Units	CUADTM403A	Apply safe dance teaching methods
	CUADTM508A	Refine dance teaching methodologies
	CUADTM509A	Refine professional practice as a dance teacher
	CUADTM605A	Teach high level cultural dance technique
	CUAOHS403A	Incorporate anatomy and nutrition principles into skill development
Pathway	These units provide credit towards CUA40211 Certificate IV in Dance Teaching and Management and CUA50311 Diploma of Dance Teaching and Management.	
Suggested form of words for Statement of Attainment	These units of competency from CUA11 Live Performance Training Package meet industry requirements for providing individuals with advanced training in cultural dance technique.	

27. Advanced Dance Teaching Skill Set

Target group	This skill set is for people with experience in teaching dance at an advanced level.
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Units	CUADTM508A	Refine dance teaching methodologies
	CUADTM509A	Refine professional practice as a dance teacher
	CUAOHS403A	Incorporate anatomy and nutrition principles into skill development
Pathway	These units provide credit towards CUA40211 Certificate IV in Dance Teaching and Management, CUA50311 Diploma of Dance Teaching and Management and other qualifications that allow for selection of these units.	
Suggested form of words for Statement of Attainment	These units of competency from CUA11 Live Performance Training Package meet industry requirements for providing advanced dance training to individuals in a private studio or community environment.	

28. Advanced Jazz Dance Teaching Skill Set

Target group	This skill set is for people with experience in teaching dance, who are responsible for teaching jazz dance at an advanced level.	
Units	CUADTM403A	Apply safe dance teaching methods
	CUADTM508A	Refine dance teaching methodologies
	CUADTM509A	Refine professional practice as a dance teacher
	CUADTM602A	Teach high level jazz dance technique
	CUAOHS403A	Incorporate anatomy and nutrition principles into skill development
Pathway	These units provide credit towards CUA40211 Certificate IV in Dance Teaching and Management and CUA50311 Diploma of Dance Teaching and Management.	
Suggested form of words for Statement of Attainment	These units of competency from CUA11 Live Performance Training Package meet industry requirements for providing individuals with advanced training in jazz dance technique.	

29. Advanced Tap Dance Teaching Skill Set

Target group	This skill set is for people with experience in teaching dance, who are responsible for teaching tap dance at an advanced level.	
Units	CUADTM403A	Apply safe dance teaching methods
	CUADTM508A	Refine dance teaching methodologies
	CUADTM509A	Refine professional practice as a dance teacher
	CUADTM604A	Teach high level tap dance technique
	CUAOMS403A	Incorporate anatomy and nutrition principles into skill development
Pathway	These units provide credit towards CUA40211 Certificate IV in Dance Teaching and Management and CUA50311 Diploma of Dance Teaching and Management.	
Suggested form of words for Statement of Attainment	These units of competency from CUA11 Live Performance Training Package meet industry requirements for providing individuals with advanced training in tap dance technique.	

30. Dance Teaching Skill Set

Target group	This skill set is for people with experience in one or more styles of dance, who are responsible for teaching dance in vocational, community and social settings.	
Units	CUADTM401A	Plan and organise dance classes
	CUADTM403A	Apply safe dance teaching methods
	HLTFA301B	Apply first aid
	SISCCRO302A	Apply legal and ethical instructional skills
	SISCDAN301A	Teach recreational dance
Pathway	These units provide credit towards CUA30311 Certificate III in Assistant Dance Teaching, CUA40211 Certificate IV in Dance Teaching and Management and other qualifications that allow for selection of these units.	
Suggested form of words for Statement	These units of competency from CUA11 Live Performance Training Package, HLT07 Health Training Package and SIS10 Sport, Fitness	

of Attainment	and Recreation Training Package meet industry requirements for providing dance training to individuals in a private studio or community environment.
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31. Movement Skills Training for People with Disabilities Skill Set

Target group	This skill set is for people with experience in one or more styles of dance, who are responsible for teaching dance or movement skills to people with disabilities.	
Units	CUADTM401A	Plan and organise dance classes
	CUADTM403A	Apply safe dance teaching methods
	CUAOHS403A	Incorporate anatomy and nutrition principles into skill development
	CHCDIS301B	Work effectively with people with a disability
	HLTFA301B	Apply first aid
	SISCCRO302A	Apply legal and ethical instructional skills
Pathway	These units provide credit towards CUA40211 Certificate IV in Dance Teaching and Management and other qualifications that allow for selection of these units.	
Suggested form of words for Statement of Attainment	These units of competency from CUA11 Live Performance Training Package, CHC08 Community Services Training Package, HLT07 Health Training Package and SIS10 Sport, Fitness and Recreation Training Package meet industry requirements for providing movement skills training to people with disabilities in a private studio or community environment.	

CUF07 – Screen & media

32. Community Broadcasting Administration Skill Set

Target group	This skill set is for people working in administration of community broadcasting stations, where there are supporting management roles, either paid or voluntary (e.g. general manager, program manager).	
Units	CUFIND301A	Work effectively in the screen and media industries
	BSBMGT605B	Provide leadership across the organisation
	BSBINM401A	Implement workplace information system
	BSBRKG502B	Manage and monitor business or records systems
	BSBFIM501A	Manage budgets and financial plans
	BSBCOM501B	Identify and interpret compliance requirements
	BSBOHS509A	Ensure a safe workplace
Pathway	<p>All units except CUFIND301A provide credit towards CUF50107 Diploma of Screen and Media and other qualifications that allow for selection of these units.</p> <p>CUFIND301A provides credit towards CUF30107 Certificate III in Media and CUF40107 Certificate IV in Screen and Media.</p>	
Suggested form of words for Statement of Attainment	These competencies meet industry requirements for administrators working in community broadcasting stations.	

33. Community Broadcasting Committee Management Skill Set

Target group	This skill set is for people elected to the board or management committee of a community broadcasting station.	
Units	BSBGOV401A	Implement board member responsibilities

Pathway	<p>This skill set provides credit towards CUF50107 Diploma of Screen and Media and other qualifications that allow for selection of this unit.</p> <p>In addition, the following units are recommended for people who are office bearers on boards or management committees:</p> <p>CUFIND301A Work effectively in the screen and media industries</p> <p>BSBMGT605B Provide leadership across the organisation.</p>
Suggested form of words for Statement of Attainment	This competency meets industry requirements for board or management committee members of community broadcasting stations.

34. Community Broadcasting Financial Management Skill Set

Target group	This skill set is for people overseeing the financial management of community broadcasting stations where there are supporting management roles, either paid or voluntary (e.g. administrator, general manager).	
Units	CUFIND301A	Work effectively in the screen and media industries
	BSBMGT605B	Provide leadership across the organisation
	BSBFIM501A	Manage budgets and financial plans
Pathway	<p>All units except CUFIND301A provide credit towards CUF50107 Diploma of Screen and Media and other qualifications that allow for selection of these units.</p> <p>CUFIND301A provides credit towards CUF30107 Certificate III in Media and CUF40107 Certificate IV in Screen and Media.</p>	
Suggested form of words for Statement of Attainment	These competencies meet industry requirements for community broadcasting station financial managers.	

35. Community Broadcasting Management Skill Set

Target group	This skill set is for people overseeing management of community broadcasting stations, where there are supporting management roles, either paid or voluntary (e.g. administrator, program manager).	
Units	CUFIND301A	Work effectively in the screen and media industries
	BSBMGT605B	Provide leadership across the organisation
	BSBSMB404A	Undertake small business planning
	BSBFIM501A	Manage budgets and financial plans
	BSBCOM501B	Identify and interpret compliance requirements
	BSBHRM506A	Manage recruitment, selection and induction processes
	SRXHRM001B	Manage volunteers
Pathway	<p>All units except CUFIND301A Work effectively in the screen and media industries provide credit towards CUF50107 Diploma of Screen and Media and other qualifications that allow for selection of these units.</p> <p>CUFIND301A Work effectively in the screen and media industries provides credit towards CUF30107 Certificate III in Media and CUF40107 Certificate IV in Screen and Media.</p>	
Suggested form of words for Statement of Attainment	These competencies meet industry requirements for community broadcasting station general managers.	

36. Community Broadcasting Marketing Skill Set

Target group	This skill set is for people overseeing the marketing, promotion and fundraising activities at community broadcasting stations, where there are supporting management roles, either paid or voluntary (e.g. administrator, general manager).
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Units	CUFIND301A	Work effectively in the screen and media industries
	BSBMGT605B	Provide leadership across the organisation
	BSBMKG413A	Promote products and services
	BSBCMM401A	Make a presentation
	BSBPUB503A	Manage fundraising and sponsorship activities
	BSBPMG510A	Manage projects
Pathway	<p>All units except CUFIND301A provide credit towards CUF50107 Diploma of Screen and Media and other qualifications that allow for selection of these units.</p> <p>CUFIND301A provides credit towards CUF30107 Certificate III in Media and CUF40107 Certificate IV in Screen and Media.</p>	
Suggested form of words for Statement of Attainment	<p>These competencies meet industry requirements for community broadcasting station marketing managers.</p>	

37. Community Broadcasting Program Management Skill Set

Target group	<p>This skill set is for people in charge of program management at community broadcasting stations, where there are supporting management roles, either paid or voluntary (e.g. administrator, general manager).</p>	
Units	CUFIND301A	Work effectively in the screen and media industries
	BSBMGT605B	Provide leadership across the organisation
	BSBPMG510A	Manage projects
	CUFPPM501A	Develop and monitor program schedules
	BSBHRM506A	Manage recruitment, selection and induction processes
	SRXHRM001B	Manage volunteers
Pathway	<p>All units except CUFIND301A Work effectively in the screen and media industries provide credit towards CUF50107 Diploma of</p>	

	<p>Screen and Media and other qualifications that allow for selection of these units.</p> <p>CUFIND301A Work effectively in the screen and media industries provides credit towards CUF30107 Certificate III in Media and CUF40107 Certificate IV in Screen and Media.</p>
Suggested form of words for Statement of Attainment	These competencies meet industry requirements for community broadcasting program managers.

38. Community Broadcasting Coordination Skill Set

Target group	This skill set is for people coordinating or managing the operations of small community broadcasting stations, where there is little or no management support, either paid or voluntary.	
Units	CUFIND301A	Work effectively in the screen and media industries
	BSBMGT605B	Provide leadership across the organisation
	BSBSMB404A	Undertake small business planning
	BSBFIM501A	Manage budgets and financial plans
	BSBCOM501B	Identify and interpret compliance requirements
	BSBMKG413A	Promote products and services
	BSBCMM401A	Make a presentation
	BSBPUB503A	Manage fundraising and sponsorship activities
	BSBHRM506A	Manage recruitment, selection and induction processes
	SRXHRM001B	Manage volunteers
Pathway	<p>All units except CUFIND301A provide credit towards CUF50107 Diploma of Screen and Media and other qualifications that allow for selection of these units.</p> <p>CUFIND301A provides credit towards CUF30107 Certificate III in Media and CUF40107 Certificate IV in Screen and Media.</p>	

Suggested form of words for Statement of Attainment	These competencies meet industry requirements for community broadcasting station coordinators.
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39. Photographic Make-up and Styling Skill Set

Target group	This skill set is for people who, under the supervision of photographers or art directors, provide make-up services for the photographic and fashion industries.	
Units	BSBCRT301A	Develop and extend critical and creative thinking skills
	BSBCUS301A	Deliver and monitor a service to customers
	BSBDES301A	Explore the use of colour
	CUFDIG303A	Produce and prepare photo images
	CUFDIG304A	Create visual design components
	CUFMUP401A	Design, apply and remove make-up
	CUFMUP402A	Maintain make-up and hair continuity
	LMTFD4006B	Interact and network with fashion industry participants
	WRBFS203B	Design and apply make-up for photography
Pathway	<p>Some of these units of competency provide credit towards the following qualifications (and other qualifications that allow for selection of the same units):</p> <p>BSB30107 Certificate III in Business</p> <p>CUF30107 Certificate III in Media</p> <p>CUF40407 Certificate IV in Make-up</p> <p>LMT41007 Certificate IV in Applied Fashion Design and Technology</p> <p>WRB30104 Certificate III in Beauty Services</p>	
Suggested form of words for Statement of Attainment	These units of competency from the Business Services, Screen and Media, Textiles Clothing and Footwear and Beauty Training Packages (BSB07, CUF07, LMT07 and WRB04) meet industry requirements for make-up artists and stylists in the photographic	

	and fashion industries.
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CUL04 – no Skill Sets

CUS09 - Music

40. Music tutor skill set

Target group	This skill set is for music teachers who provide private instrumental and/or vocal tuition as part of a small business operation and whose own musicianship skills are equivalent to relevant units in the CUS60109 Advanced Diploma of Music.	
Units	BSBSMB405A	Monitor and manage small business operations
	CUSIND401A	Develop specialist expertise in the music industry
	CUSLED501A	Provide instrumental or vocal tuition
	TAADEL403B	Facilitate individual learning
Pathway	These units of competency provide credit towards the following qualifications (and other qualifications that allow for selection of the same units): BSB40407 Certificate IV in Business (Small Business Management) TAA40104 Certificate IV in Training and Assessment.	
Suggested words for statement of attainment	These units of competency from the Business Services (BSB07), Music (CUS09) and Training and Assessment (TAA04) Training Packages meet the requirements for providing instrumental and/or vocal tuition to individuals in a private studio.	

CUV11 – Visual arts, craft & design

41. Technical/Scientific Field-Based Photo Imaging Skill Set

<p>Target Group</p>	<p>This skill set is for technical/scientific field officers who, as part of their day-to-day job duties, use photo imagery to primarily record and document animals, plants, landforms, etc. Technical/scientific field officers may also capture a limited number of images for media purposes.</p> <p>This skill set must complement an appropriate qualification (Certificate IV or above) or relevant vocational experience in a related industry discipline. It is imperative the industry discipline influences and determines the context or constraints of the skill set’s application, as well as dictates the necessary OHS requirements.</p>
<p>Units</p>	<p>CUFCMP301A Implement copyright arrangements</p> <p>CUFDIG303A Produce and prepare photo images</p> <p>CUVPHI302A Capture photographic images</p> <p>CUVPHI303A Process photo images to work-print and file stage</p> <p>CUVPHI401A Capture images in response to a brief</p> <p>BSBADM407B Administer projects</p> <p><i>or</i></p> <p>BSBPMG510A Manage projects</p> <p><i>or</i></p> <p>PSPPM402B Manage simple projects</p> <p><i>or</i></p> <p>PSPPM405A Administer simple projects</p>
<p>Pathways</p>	<p>Some of these units provide credit towards the following qualifications (and other qualifications that allow for selection of the same units):</p> <p>CUV40411 Certificate IV in Photo Imaging.</p>
<p>Suggested form of words for Statement of Attainment</p>	<p>These units from BSB07 Business Services, CUF07 Screen and Media, CUV11 Visual Arts, Craft and Design and PSP04 Public Sector Training Packages meet industry requirements for technical/scientific field officers.</p>

42. Preparatory Skill Set for Professional Graphic Design Practice

Target Group	This skill set is for those preparing for a career in graphic design or for entry to CUV50311 Diploma of Graphic Design. Units in the skill set are broadly equivalent to the entry requirements in the Diploma of Graphic Design.
Pathways	The units provide credit towards the following qualification (and other qualifications that allow for selection of the same units): CUV40311 Certificate IV in Design.
Units	BSBDES302A Explore and apply the creative design process to 2D forms BSBDES401A Generate design solutions CUVGRD302A Use typography techniques CUVGRD401A Research and apply graphic design techniques
Suggested form of words for Statement of Attainment	These units from BSB07 Business Services and CUV11 Visual Arts, Craft and Design Training Packages meet industry requirements for an entry pathway to a Diploma of Graphic Design.

43. Preparatory Skill Set for Professional Photo Imaging Practice

Target Group	This skill set is for those preparing for a career in photo imaging or for entry to CUV50411 Diploma of Photo Imaging. Units in the skill set are broadly equivalent to the entry requirements in the Diploma of Photo Imaging.
Pathways	The units provide credit towards the following qualification (and other qualifications that allow for selection of the same units): CUV40411 Certificate IV in Photo Imaging.
Units	CUVPHI301A Develop and apply photo imaging industry knowledge CUVPHI303A Process photo images to work-print and file stage CUVPHI401A Capture images in response to a brief CUVPHI402A Research and apply information on the traditions that inform photo imaging practice CUVPHI403A Apply photo imaging lighting techniques

	CUVPHI404A Enhance, manipulate and output photo images
Suggested form of words for Statement of Attainment	These units from CUV11 Visual Arts, Craft and Design Training Package meet industry requirements for an entry pathway to a Diploma of Photo Imaging.

FNS10 – Financial Services

44. Financial Literacy Education Skill Set

Target Group This Skill Set is designed for persons in organisations who impart understanding and knowledge of the Australian financial services marketplace and of personal financial management, and who assist individuals to develop skills in financial literacy.

It is also designed to assist meeting the needs of identified gaps in nationwide financial literacy.

Units	FNSFLT501A	Assist customers to budget and manage own finances
	FNSFLT502A	Facilitate customer awareness of the Australian financial system and markets
	FNSFLT503A	Promote basic financial literacy skills
	FNSFLT504A	Facilitate customer understanding of personal financial statements
	FNSFLT505A	Facilitate customer or employee understanding of superannuation as an investment tool

Pathway This skill set is appropriate to Diploma qualifications that have a customer advisory component.

These competencies meet Financial Literacy Education needs and should be so identified on a Statement of Attainment.

Suggested form of words for Statement of Attainment

There is no relationship with a qualification. Readers should ensure that they have also read the part of the Training Package that outlines

licensing and regulatory requirements.

45. BAS Agent Registration Skill Set

Target Group This Skill Set is designed for persons who are seeking registration as a BAS Agent with the Tax Practitioners Board.

Units FNSBKG404A Carry out business activity and instalment activity statement tasks

FNSBKG405A Establish and maintain a payroll system

Pathway These units of competency provide credit towards:

FNS40210 Certificate IV in Bookkeeping

FNS40610 Certificate IV in Accounting

Suggested form of words for Statement of Attainment These units of competency from the FNS10 Financial Services Training Package together, with the appropriate assessment methods as set by the Tax Practitioners Board, meet the requirements for “a course in basic GST/BAS taxation principles that is approved by the [Tax Practitioners] Board”.

Persons seeking BAS agent registration should check with the Tax Practitioners Board for details of other current registration requirements, including those relating to experience and fitness and propriety.

Information and Communications Technologies

ICA11 – Information & communications technology

46. Application Development Specialist Skill Set

Target Group	This skill set is for persons who are able to work as application programmers and software developers.
Units	ICAPRG501A Apply advanced object-oriented language skills ICAPRG505A Build advanced user interface ICAPRG506A Design application architecture ICAPRG507A Implement security for applications ICAPRG523A Apply advanced programming skills in another language
Pathway	This skill set provides credit towards ICA50711 Diploma of Software Development
Suggested form of words for Statement of Attainment	These units of competency from ICA11 Information and Communications Technology Training Package meet competency requirements for skills in working as a software development specialist.

47. Basic Application Development Programmer Skill Set

Target Group	This skill set is for persons who are able to work as basic application programmers.
Units	ICAPRG406A Apply introductory object-oriented language skills ICAPRG413A Use a library or pre-existing components ICAPRG414A Apply introductory programming skills in another language ICAPRG418A Apply intermediate programming skill in another language ICAPRG527A Apply intermediate object-oriented language skill
Pathway	This skill set provides credit towards ICA40511 Certificate IV in Programming
Suggested form of words for	These units of competency from ICA11 Information and Communications Technology Training Package meet competency

Statement of Attainment	requirements for skills in working as a basic application programmer.
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48. Basic Computer Hardware and System Troubleshooting Skill Set

Target Group	This skill set is for persons wanting to trouble shoot basic computer hardware and system problems, and work safely across a variety of industries.
Units	<p>BSBOHS201A Participate in OHS processes</p> <p>ICAICT201A Use computer operating system and hardware</p> <p>ICASAS201A Maintain inventories for equipment, software and documentation</p> <p>ICASAS205A Maintain IT system integrity</p> <p>ICASAS206A Detect and protect from spam and destructive software</p> <p>ICASAS207A Protect and secure information assets</p> <p>ICASAS208A Maintain IT equipment and consumables</p> <p>ICASAS209A Connect and use a home-based local wireless network</p>
Pathway	This skill set provides credit towards ICA20111 Certificate II in Information, Digital Media and Technology
Suggested form of words for Statement of Attainment	These units of competency from ICA11 Information and Communications Technology and BSB07 Business Services Training Packages meet competency requirements for basic computer hardware and system troubleshooting.

49. Basic Web Development Specialist Skill Set

Target Group	This skill set is for persons wanting to develop and maintain a basic website.
Units	<p>BSBEBU401A Review and maintain a website</p> <p>ICAWEB302A Build simple websites using commercial programs</p> <p>ICAWEB403A Transfer content to a website using commercial packages</p>
Pathway	This skill set provides credit towards ICA30111 Certificate III in

	Information, Digital Media and Technology
Suggested form of words for Statement of Attainment	These units of competency from ICA11 Information and Communications Technology and BSB07 Business Services Training Packages meet competency requirements for skills in developing and maintaining a simple website.

50. Certified IT Network Enterprise, Security or Server Administrator Skill Set

Target Group	This skill set is for persons who are able to work as certified IT enterprise, security or server administrators.
Units	ICANWK406A Install, configure and test network security ICANWK403A Manage network and data integrity
Pathway	This skill set provides credit towards ICA40411 Certificate IV in Information Technology Networking
Suggested form of words for Statement of Attainment	These units of competency from ICA11 Information and Communications Technology Training Package meet competency requirements for skills in administering security, servers or enterprise networks.

51. Certified Network Associate Technology Specialist Skill Set

Target Group	This skill set is for persons who are able to work as certified network associate technology specialists.
Units	ICANWK529A Install and manage complex ICT networks ICANWK506A Configure, verify and troubleshoot WAN links and IP services in a medium enterprise network ICANWK507A Install, operate and troubleshoot medium enterprise routers ICANWK508A Install, operate and troubleshoot medium enterprise switches
Pathway	This skill set provides credit towards ICA50411 Diploma of Information Technology Networking
Suggested form of words for Statement of Attainment	These units of competency from ICA11 Information and Communications Technology Training Package meet competency requirements for associate level skills in networking.

Attainment	
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52. Certified Network Professional Specialist Skill Set

Target Group	This skill set is for persons who are able to work as certified network professional specialists.
Units	<p>ICANWK603A Plan, configure and test advanced internetwork routing solutions</p> <p>ICANWK604A Plan and configure advanced internetwork switching solutions</p> <p>ICANWK612A Plan and manage troubleshooting advanced integrated IP networks</p>
Pathway	This skill set provides credit towards ICA60211 Advanced Diploma of Network Security
Suggested form of words for Statement of Attainment	These units of competency from ICA11 Information and Communications Technology Training Package meet competency requirements for skills in working as a network professional.

53. Certified Network Professional Specialist - Voice Skill Set

Target Group	This skill set is for persons who are able to work as certified network professional specialists – voice.
Units	<p>ICANWK605A Design and configure secure integrated wireless systems</p> <p>ICANWK606A Implement voice applications over secure wireless networks</p> <p>ICANWK607A Design and implement wireless network security</p>
Pathway	This skill set provides credit towards ICA60211 Advanced Diploma of Network Security
Suggested form of words for Statement of Attainment	These units of competency from ICA11 Information and Communications Technology Training Package meet competency requirements for skills in working as a network professional specialising in voice networks.

54. Certified Network Professional Specialist - Wireless Skill Set

Target Group	This skill set is for persons who are able to work as certified network professional specialists – wireless.
Units	ICANWK605A Design and configure secure integrated wireless systems ICANWK606A Implement voice applications over secure wireless networks ICANWK607A Design and implement wireless network security
Pathway	This skill set provides credit towards ICA60211 Advanced Diploma of Network Security
Suggested form of words for Statement of Attainment	These units of competency from ICA11 Information and Communications Technology Training Package meet competency requirements for skills in working as a network professional specialising in wireless networks.

55. Certified Networking Technician Skill Set

Target Group	This skill set is for persons who are able to work as certified network technicians.
Units	ICANWK404A Install, operate and troubleshoot a small enterprise branch network ICANWK405A Build a small wireless local area network ICTTEN4199A Install, configure and test a router
Pathway	This skill set provides credit towards ICA40411 Certificate IV in Information Technology Networking
Suggested form of words for Statement of Attainment	These units of competency from ICA11 Information and Communications Technology and ICT10 Integrated Telecommunications Training Packages meet competency requirements for technical skills in networks.

56. Certified Security and Architect Specialist Skill Set

Target Group	This skill set is for persons who are able to work as certified security and architect technology specialists.
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Units	ICANWK529A Install and manage complex ICT networks ICANWK503A Install and maintain valid authentication processes ICANWK511A Manage network security
Pathway	This skill set provides credit towards ICA50411 Diploma of Information Technology Networking
Suggested form of words for Statement of Attainment	These units of competency from ICA11 Information and Communications Technology Training Package meet competency requirements for skills in working with security and network architecture.

57. Certified Technician or Technology Specialist - Infrastructure Configuration Skill Set

Target Group	This skill set is for persons who are able to work as certified infrastructure configuration technicians or technology specialists.
Units	ICANWK505A Design, build and test a network server ICANWK503A Install and maintain valid authentication processes
Pathway	This skill set provides credit towards ICA50411 Diploma of Information Technology Networking
Suggested form of words for Statement of Attainment	These units of competency from ICA11 Information and Communications Technology Training Package meet competency requirements for skills in configuring infrastructure.

58. Certified Technology Specialist - Graphical User Interfaces Skill Set

Target Group	This skill set is for persons who are able to work as graphical user interface (GUI) certified technology specialists.
Units	ICANWK403A Manage network and data integrity ICANWK408A Configure a desktop environment
Pathway	This skill set provides credit towards ICA40411 Certificate IV in Information Technology Networking
Suggested form of words for Statement of Attainment	These units of competency from ICA11 Information and Communications Technology Training Package meet competency requirements for skills in developing and maintaining GUIs.

Attainment	
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59. Certified Web Design Specialist Skill Set

Target Group	This skill set is for persons who are able to work as website designers.
Units	<p>ICAWEB409A Develop cascading style sheets</p> <p>ICAWEB410A Apply web authoring tool to convert client data for websites</p> <p>ICAWEB411A Produce basic client-side script for dynamic web pages</p> <p>ICAWEB412A Produce interactive web animation</p> <p>ICAWEB414A Design simple web page layouts</p>
Pathway	This skill set provides credit towards ICA40311 Certificate IV in Web-Based Technologies
Suggested form of words for Statement of Attainment	These units of competency from ICA11 Information and Communications Technology Training Package meet competency requirements for skills in working as a website designer.

60. Computing and Application Fundamentals Skill Set

Target Group	This skill set is for persons wanting to use basic information and communications technology (ICT) and application software and work safely in any industry.
Units	<p>BSBOHS201A Participate in OHS processes</p> <p>ICAICT201A Use computer operating systems and hardware</p> <p>ICAICT203A Operate application software packages</p> <p>ICAICT210A Operate database applications</p>
Pathway	This skill set provides credit towards ICA20111 Certificate II in Information, Digital Media and Technology
Suggested form of words for Statement of Attainment	These units of competency from ICA11 Information and Communications Technology and BSB07 Business Services Training Packages meet competency requirements for basic use of computers and applications.

61. Computing Fundamentals Skill Set

Target Group	This skill set is for persons wanting to use basic information and communications technology (ICT) skills and work safely in any industry.
Units	BSBOHS201A Participate in OHS processes ICAICT201A Use computer operating systems and hardware ICAICT203A Operate application software packages ICAWEB201A Use social media tools for collaboration and engagement
Pathway	This skill set provides credit towards ICA20111 Certificate II in Information, Digital Media and Technology
Suggested form of words for Statement of Attainment	These units of competency from ICA11 Information and Communications Technology and BSB07 Business Services Training Packages meet basic competency requirements for basic ICT skills.

62. Digital Literacy Skill Set

Target Group	This skill set is for persons wanting to gain digital literacy skills in the use of a personal computer, software applications and digital devices.
Units	ICAICT101A Operate a personal computer ICAICT102A Operate word-processing applications ICAICT103A Use, communicate and search securely on the internet ICAICT105A Operate spreadsheet applications ICAICT106A Operate presentation packages
Pathway	This skill set provides credit towards ICA10111 Certificate I in Information, Digital Media and Technology
Suggested form of words for Statement of Attainment	These units of competency from ICA11 Information and Communications Technology Training Package meet competency requirements for digital literacy.

63. Digital Literacy - eCitizen Skill Set

Target Group	This skill set is for persons wanting to gain basic digital literacy skills in using a personal computer.
Units	ICAICT101A Operate a personal computer ICAICT102A Operate word-processing applications ICAICT103A Use, communicate and search securely on the internet
Pathway	This skill set provides credit towards ICA10111 Certificate I in Information, Digital Media and Technology
Suggested form of words for Statement of Attainment	These units of competency from ICA11 Information and Communications Technology Training Package meet competency requirements for using a personal computer.

64. Hardware Technician Skill Set

Target Group	This skill set is for persons who are able to work as hardware technicians, providing support in a range of ICT work areas and activities.
Units	ICAICT302A Install and optimise operating system software ICAICT303A Connect internal hardware components ICASAS307A Install, configure and secure a small office home office network ICASAS301A Run standard diagnostic tests ICASAS305A Provide IT advice to clients ICASAS306A Maintain equipment and software
Pathway	This skill set provides credit towards ICA30111 Certificate III in Information, Digital Media and Technology
Suggested form of words for Statement of Attainment	These units of competency from ICA11 Information and Communications Technology Training Package meet competency requirements for support skills in hardware, software, operating systems and networks.

65. Internetworking Systems Coordinator/Administrator Skill Set

Target Group	This skill set is for persons who are able to work as an internetworking systems administrator or coordinator.
Units	ICANWK603A Plan, configure and test advanced internetwork routing solutions ICANWK605A Design and configure secure integrated wireless systems ICANWK610A Design and build integrated VoIP networks ICANWK611A Configure call processing network elements for secure VoIP networks ICANWK612A Plan and manage troubleshooting advanced integrated IP networks
Pathway	This skill set provides credit towards ICA60511 Advanced Diploma of Computer Systems Technology
Suggested form of words for Statement of Attainment	These units of competency from ICA11 Information and Communications Technology Training Package meet competency requirements for skills in working as an internetworking coordinator or administrator.

66. Rich Interactive Content Specialist Skill Set

Target Group	This skill set is for persons who are able to work with interactive digital media content.
Units	CUFDIG304A Create visual design components ICAGAM301A Apply simple modelling techniques ICAGAM302A Design and apply simple textures to digital art
Pathway	This skill set provides credit towards ICA30111 Certificate III in Information, Digital Media and Technology
Suggested form of words for Statement of Attainment	These units of competency from ICA11 Information and Communications Technology and CUF07 Screen and Media Training Packages meet competency requirements for skills in interactive digital media.

67. System and Hardware Plus Technician Skill Set

Target Group	This skill set is for persons who are able to work as a computer system and hardware technician.
Units	<p>BSBSUS301A Implement and monitor environmentally sustainable work practices</p> <p>ICASAS307A Install, configure and secure a small office home office network</p> <p>ICAICT421A Connect, maintain and configure hardware components</p> <p>ICASAS425A Configure and troubleshoot operating system software</p> <p>ICASAS426A Locate and troubleshoot IT equipment, system and software faults</p> <p>ICAICT401A Determine and confirm client business requirements</p>
Pathway	This skill set provides credit towards ICA40211 Certificate IV in Information Technology Support
Suggested form of words for Statement of Attainment	These units of competency from ICA11 Information and Communications Technology and BSB07 Business Services Training Packages meet competency requirements for support skills in working as a computer system and hardware technician.

68. System and Network Plus Technician Skill Set

Target Group	This skill set is for persons who are able to work as a computer system and network support technician.
Units	<p>ICASAS307A Install, configure and secure a small office home office network</p> <p>ICANWK401A Install and manage a server</p> <p>ICANWK404A Install, operate and troubleshoot a small enterprise branch network</p> <p>ICANWK406A Install, configure and test network security</p>
Pathway	This skill set provides credit towards ICA40211 Certificate IV in Information Technology Support
Suggested form of words for Statement of Attainment	These units of competency from ICA11 Information and Communications Technology Training Package meet competency

Attainment	requirements for skills in working as a network technician.
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69. Virtualisation Specialist Skill Set

Target Group	This skill set is for persons who are able to work in the area of hardware, software and system virtualisation.
Units	ICANWK525A Configure an enterprise virtual computing environment ICANWK526A Install an enterprise virtual computing environment ICANWK527A Manage an enterprise virtual computing environment
Pathway	This skill set provides credit towards ICA50411 Diploma of Information Technology Networking
Suggested form of words for Statement of Attainment	These units of competency from ICA11 Information and Communications Technology Training Package meet competency requirements for skills in in developing hardware, software and system virtual networks.

70. Visual Communications Specialist Skill Set

Target Group	This skill set is for persons wanting to develop visual content for the web.
Units	CUFDIG301A Prepare video assets CUFDIG304A Create visual design components ICAWEB303A Produce digital images for the web
Pathway	This skill set provides credit towards ICA30111 Certificate III in Information, Digital Media and Technology
Suggested form of words for Statement of Attainment	These units of competency from ICA11 Information and Communications Technology and CUF07 Screen and Media Training Packages meet competency requirements for skills in developing visual components for websites.

71. Website Administration Specialist Skill Set

Target Group	This skill set is for persons who are able to work as website administrators.
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Units	<p>ICANWK409A Create scripts for networking</p> <p>ICAWEB404A Maintain website performance</p> <p>ICAWEB405A Monitor traffic and compile website traffic reports</p> <p>ICAWEB406A Create website testing procedures</p> <p>ICAWEB407A Conduct operational acceptance tests of websites</p> <p>ICAWEB408A Ensure basic website security</p>
Pathway	<p>This skill set provides credit towards ICA40311 Certificate IV in Web-Based Technologies</p>
Suggested form of words for Statement of Attainment	<p>These units of competency from ICA11 Information and Communications Technology Training Package meet competency requirements for skills in working as a website administrator.</p>

ICT10 – Integrated telecommunications

72. Cabler Registration Skill Set

Target Group	This skill set is for customer premises cablers working in the telecommunications industry.
Units	<p>ICTCBL2136A Install, maintain and modify customer premises communications cabling: ACMA Restricted Rule</p> <p>ICTCBL2137A Install, maintain and modify customer premises communications cabling: ACMA Open Rule</p> <p>ICTCBL2139A Apply safe technical work practices for Cabling Registration</p> <p>ICTOHS2170A Follow OHS and environmental policy and procedures</p> <p>ICTTEN2140A Use hand and power tools</p>
Pathway	This skill set provides credit towards ICT20210 Certificate II in Telecommunications.
Suggested form of words for Statement of Attainment	<p>These units of competency meet the Australian Communications and Media Authority (ACMA) requirements for registration as a cabler.</p> <p>Cablers work on installation of telecommunications copper cable, optical fibre and coaxial cable on customer premises.</p>

73. Radio Technician Skill Set

Target Group	This skill set is for new entrants learning radio fundamentals.
Units	<p>ICTOHS2170A Follow OHS and environmental policy and procedures</p> <p>ICTRFN3055A Install a radio communications antenna and feedline</p> <p>ICTRFN3155A Construct and test a radio communications device</p> <p>ICTTEN2007A Use electrical skills in telecommunications work</p> <p>ICTTEN3056A Install telecommunications network equipment</p> <p>ICTTEN4081A Locate and diagnose electronic faults</p> <p>ICTTEN4102A Repair communication system faults</p>

Pathway	This skill set provides credits towards ICT40310 Certificate IV in Telecommunications Radio Communications.
Suggested form of words for Statement of Attainment	<p>These units of competency meet industry requirements in applying radio communications technician fundamentals.</p> <p>They can install and maintain basic radio communications networks for a range of industries</p>

74. Access Network Skill Set

Target Group	This skill set is for carriers and contractors in the access network performing core work on both sides of the network boundary.
Units	<p>ICTCBL2008A Terminate metallic conductor customer cable</p> <p>ICTCBL2017A Alter services to existing cable system</p> <p>ICTCBL2136A Install, maintain and modify customer premises communications cabling: ACMA Restricted Rule</p> <p>ICTCBL2137A Install, maintain and modify customer premises communications cabling: ACMA Open Rule</p> <p>ICTCBL2139A Apply safe technical work practices for cabling registration</p> <p>ICTOHS2170A Follow OHS and environmental policy and procedures</p> <p>ICTTEN3056A Install telecommunications network equipment</p> <p>ICTTEN3104A Maintain an electronic system</p>
Pathway	This skill set provides credit towards ICT20310 Certificate II in Telecommunications Cabling and the ICT30310 Certificate III in Telecommunications Cabling.
Suggested form of words for Statement of Attainment	<p>These units of competency meet industry requirements for understanding telecommunications network principles.</p> <p>Cabler installers work on installation and maintenance of telecommunications copper cable, optical fibre and coaxial cable and associated access network equipment on both sides of the network boundary.</p>

75. Digital Reception Technology Skill Set

Target Group	This skill set prepares individuals for entry into the digital and subscription TV and related sectors of the telecommunications industry.
Units	ICTTEN2140A Use hand and power tools ICTDRE3156A Install digital reception equipment ICTDRE3157A Locate and rectify digital reception equipment faults ICTOHS2170A Follow OHS and environmental policy and procedures
Pathway	This skill set provides credit towards ICT20410 Certificate II in Telecommunications Digital Reception Technology.
Suggested form of words for Statement of Attainment	These units of competency meet industry requirements for installation of a limited range of digital reception equipment for either a customer or an enterprise. They install and maintain equipment for free to air or subscription TV in the customer environment.

76. Broadband Skill Set

Target Group	This skill set is for cablers who have an open ACMA Cabler Provider Registration wanting to work in the telecommunications industry dealing with broadband implementation.
Units	ICTCBL2068A Install a telecommunications service to a building ICTCBL3010A Install and terminate optical fibre cable on customer premises ICTCBL3013A Perform cable and system test on customer premises ICTOHS2170A Follow OHS and environmental policy and procedures ICTOHS2153A Work safely near power infrastructure ICTRFN3055A Install a radio communications antenna and feedline ICTCBL2065A Splice and terminate optical fibre cable for carriers and service providers
Pathway	This skill set provides credit towards ICT20310 Certificate II in Telecommunications Cabling and the ICT30310 Certificate III in Telecommunications Cabling.
Suggested form of	These units of competency meet telecommunications industry

words for Statement of Attainment	<p>requirements for installers providing infrastructure in broadband services on the carrier and customer side of the network boundary.</p> <p>This person works on optical fibre or coaxial cable from the pole or pit to the ONT and on satellite dish connections and into the customer premises</p>
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77. Wireless LAN and IP Network installation Skill Set

Target Group	This skill set is for experienced personnel in the installation of modern ICT networks using converging technologies of wireless and IT networks.
Units	<p>ICAB4235B Build basic perimeter security into a network</p> <p>ICAB4240C Build an enterprise wireless network</p> <p>ICTOHS2170A Follow OHS and environmental policy and procedures</p> <p>ICTTEN3056A Install telecommunications network equipment</p> <p>ICTTEN4198A Install, configure and test an internet protocol network</p> <p>ICTTEN4199A Install, configure and test a router</p>
Pathway	This skill set provides credit towards ICT40210 Certificate IV in Telecommunications Network Engineering qualification.
Suggested form of words for Statement of Attainment	These units of competency meet industry requirements for work in the installation of a wireless local area network (LAN) with IP security and associated networking elements in the practical application of converging technologies.

78. Domestic Digital Television Antenna Installation Skill Set

Target Group	<p>This skill set is for personnel wanting to install basic terrestrial antenna system in single dwelling installation for the digital reception telecommunications industry.</p> <p>This set of units has been approved by the Department of Broadband, Communications and the Digital Economy for the antenna installer endorsement.</p>
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Units	<p>ICTCBL3011A Install and terminate coaxial cable</p> <p>ICTDRE3156A Install digital reception equipment</p> <p>ICTOHS2170A Follow OHS and environmental policy and procedures</p> <p>ICTRFN2164A Install a terrestrial antenna</p> <p>ICTRFN4095A Conduct radio frequency measurements</p> <p>ICTTEN2140A Use hand and power tools</p>
Pathway	<p>This skill set provides credit towards ICT20410 Certificate II in Telecommunications Digital Reception Technology and the ICT30410 Certificate III in Telecommunications Digital Reception Technology qualifications.</p>
Suggested form of words for Statement of Attainment	<p>These units of competency meet industry requirements for antenna installation and prepare the participant in the practical application of providing digital reception services. They install and maintain digital reception equipment for free to air and subscription TV in customer and enterprise networks.</p>

79. Commercial Digital Television Antenna Systems Installation Skill Set

Target Group	<p>This skill set is for experienced personnel wanting to install commercial antenna installation for the digital reception telecommunications industry.</p> <p>The more complex antenna installations include Master Antenna TV (MATV) and Communal Antenna TV (CATV) systems</p> <p>This set of units has been approved by the Department of Broadband, Communications and the Digital Economy for the antenna installer endorsement.</p>
Units	<p>ICTCBL2017A Alter services to existing cable system</p> <p>ICTCBL3015A Locate and identify cable system faults</p> <p>ICTDRE3165A Install a complex digital reception system</p>
Pathway	<p>This skill set provides credit towards ICT20410 Certificate II in Telecommunications Digital Reception Technology and the ICT30410 Certificate III in Telecommunications Digital Reception Technology qualifications.</p>

Suggested form of words for Statement of Attainment	These units of competency meet industry requirements for antenna installation and prepare the participant in the practical application of providing digital reception services. They install and maintain digital reception equipment for free to air and subscription TV in customer and enterprise networks.
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80. Satellite Digital Television Antenna Installation Skill Set

Target Group	<p>This skill set is for experienced personnel in the installation of free-to air satellite antenna systems for the digital reception telecommunications industry.</p> <p>This unit has been approved by the Department of Broadband, Communications and the Digital Economy for the antenna installer endorsement.</p>
Units	ICTRFN2163A Install a satellite antenna
Pathway	This skill set provides credit towards ICT20410 Certificate II in Telecommunications Digital Reception Technology and the ICT30410 Certificate III in Telecommunications Digital Reception Technology qualifications.
Suggested form of words for Statement of Attainment	This unit of competency meets industry requirements for antenna installation and prepare the participant in the practical application of providing digital reception services. They install and maintain digital reception equipment for free-to air and subscription TV in customer and enterprise networks.

81. Fibre To The Premises (FTTP) Installation Skill Set (Base level installers)

Target Group	This skill set is for personnel in the installation of optical fibre to the x (FTTx) network equipment for national broadband implementation.
Units	<p>ICTBWN3088A Install optical fibre splitters in fibre distribution hubs</p> <p>ICTBWN3090A Install lead-in module and cable for fibre to the premises</p> <p>ICTBWN3100A Work safely with live fibre to test and commission a fibre to the x installation</p> <p>ICTCBL2017A Alter services to existing cable system</p>

	ICTOHS2170A Follow OHS and environmental policy and Procedures
Pathway	This skill set provides credit towards ICT30110 Certificate III in Broadband and Wireless Networks Technology and ICT30610 Certificate III in Broadband and Wireless Networks qualifications.
Suggested form of words for Statement of Attainment	These units of competency meet industry requirements for base level installers in the installation of fibre to the premises (FTTP) equipment. It prepares the participant to work in the practical application of optical technologies for the NBN implementation from the carrier network to the ONT at the network boundary.

82. Fibre To The Premises (FTTP) Test and Commission Skill Set (Advanced level installers)

Target Group	This skill set is designed to develop relevant experienced personnel in the testing and commissioning of optical fibre to the x (FTTx) network equipment for national broadband implementation.
Units	<p>ICTBWN3082A Perform tests on optical communication system and components</p> <p>ICTBWN3100A Work safely with live fibre to test and commission a fibre to the x installation</p> <p>ICTCBL2017A Alter services to existing cable system</p> <p>ICTOHS2170A Follow OHS and environmental policy and procedures</p> <p>ICTOPN4115A Install and test a dense wavelength division multiplexing system</p>
Pathway	This skill set provides credit towards ICT30110 Certificate III in Broadband and Wireless Networks Technology and ICT30610 Certificate III in Broadband and Wireless Networks qualifications.
Suggested form of words for Statement of Attainment	These units of competency meet industry requirements for the end to end testing/commissioning from exchange/headend to FDH and FDH to ONT of FTTP equipment. It prepares the participant to work in the practical application of optical technologies for the NBN implementation from the carrier network to the ONT.

83. Installing NBN Wireless and infrastructure Skill Set

Target Group	This skill set is for experienced personnel in the installation of optical fibre to the x (FTTx) network and wireless equipment for national
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	broadband implementation in the carrier access network.
Units	<p>ICTBWN3088A Install optical fibre splitters in fibre distribution hubs</p> <p>ICTBWN3090A Install lead-in module and cable for fibre to the premises</p> <p>ICTBWN3100A Work safely with live fibre to test and commission a fibre to the x installation</p> <p>ICTCBL2017A Alter services to existing cable system</p> <p>ICTOHS2153A Work safely near power infrastructure</p> <p>ICTOHS2170A Follow OHS and environmental policy and procedures</p> <p>ICTRFN3055A Install a radio communications antenna and feedline</p> <p>ICTRFN3146A Install WiMAX customer premises equipment broadband wireless access equipment</p>
Pathway	This skill set provides credit towards ICT30110 Certificate III in Broadband and Wireless Networks Technology and ICT30610 Certificate III in Broadband and Wireless Networks qualifications.
Suggested form of words for Statement of Attainment	These units of competency meet industry requirements for the installation of fibre to the premises (FTTP) equipment and prepare the participant to work in the practical application of optical and wireless broadband technologies for the NBN implementation of carrier network.

84. Basic Telecommunications Rigging Installation Skill Set

Target Group	This skill set is designed for personnel to work in the installation of telecommunications network infrastructure on structures.
Units	<p>ICTCBL2065A Splice and terminate optical fibre cable for carriers and service providers</p> <p>ICTRFN2163A Install a satellite antenna</p> <p>ICTTCR2188A Use rigging practices and systems on telecommunications network structures</p> <p>ICTTCR2189A Use operational safety in a telecommunications rigging environment</p> <p>ICTTCR2190A Use safe rigging practices to climb and perform rescues</p>

	<p>on telecommunications network structures</p> <p>ICTTEN2105A Install and test an internet protocol device in convergence networks</p>
Pathway	This skill set provides credit towards ICT20510 Certificate II in Telecommunications Rigging Installation qualification.
Suggested form of words for Statement of Attainment	These units of competency meet industry requirements for the installation of a limited range of telecommunications network equipment and prepare the participant to work in the practical application of installing radio network equipment for carriers on structures.

85. Advanced Telecommunications Rigging Installation Skill Set

Target Group	This skill set is for experienced personnel in basic rigging practices and the installation of telecommunications network infrastructure on structures.
Units	<p>ICTTCR3062A Build a telecommunications radio structure</p> <p>ICTTCR3191A Install radio plant and equipment on telecommunications structures</p> <p>ICTTCR3192A Protect against electromagnetic radiation and system hazards when working on telecommunications radio sites</p> <p>ICTTEN3056A Install telecommunications network equipment</p>
Pathway	This skill set provides credit towards ICT30510 Certificate III in Telecommunications Rigging Installation qualification.
Suggested form of words for Statement of Attainment	These units of competency meet industry requirements for the installation of a more advanced range of telecommunications network equipment and prepare the participant to work in the practical application of radio network equipment for carriers on structures.

86. IP Convergence installations for home and SME Skill Set

Target Group	This skill set is to develop personnel to work in the installation of modern telecommunications networks using internet protocol (IP)
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	converging technologies in small to medium enterprises.
Units	<p>ICTTEN2105A Install and test an internet protocol device in convergence networks</p> <p>ICTTEN2207A Install and configure a home or small office network</p> <p>ICTTEN2208A Install and configure a small to medium business network</p> <p>ICTTEN2209A Build and maintain a secure network</p> <p>ICTTEN2218A Operate new media software packages</p>
Pathway	This skill set provides credit towards ICT20210 Certificate II in Telecommunications qualification.
Suggested form of words for Statement of Attainment	<p>These units of competency meet industry requirements for the installation of IP networking telecommunications equipment.</p> <p>Participants can work in the practical application of converging technologies to install and maintain IP networks with security in the home and small to medium enterprise networks.</p>

87. Convergent Technology installations for home and SME Skill Set

Target Group	This skill set is for experienced personnel in the installation of modern ICT networks using internet protocol (IP) converging technologies in home and small to medium enterprises.
Units	<p>ICTTEN4050A Install and configure a wireless mesh network</p> <p>ICTTEN4126A Install and configure internet protocol TV in a home network</p> <p>ICTTEN4198A Install, configure and test an internet protocol network</p> <p>ICTTEN4202A Install and test a radio frequency identification (RFID) system</p> <p>ICTTEN4229A Design, install and configure a customer smart grid network</p>
Pathway	This skill set provides credit towards ICT40210 Certificate IV in Telecommunications Network Engineering qualification.
Suggested form of	These units of competency meet industry requirements for the

words for Statement of Attainment	<p>installation of IP networking telecommunications equipment.</p> <p>Participants can work in the practical technology convergence application to install and maintain emerging technology networks in the home and small to medium enterprises</p>
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88. Basic ICT Sustainability Skill Set

Target Group	This skill set is for experienced personnel in the installation of modern ICT networks using technologies to reduce energy consumption for sustainability.
Units	<p>ICTSUS4183A Install and test renewable energy system for ICT networks</p> <p>ICTSUS4184A Install and test power saving hardware.</p> <p>ICTSUS4185A Install and test power management software</p>
Pathway	This skill set provides credit towards ICT40210 Certificate IV in Telecommunications Network Engineering qualification.
Suggested form of words for Statement of Attainment	These units of competency meet industry requirements for the installation of a limited range of ICT network equipment. It prepares the participant to work in the practical application of technologies for sustainability in reducing energy consumption of ICT networks.

89. Advanced ICT Sustainability Skill Set

Target Group	This skill set is for experienced personnel in the installation of modern ICT networks using IP convergence and virtualisation technologies.
Units	<p>ICTSUS4186A Install thin client applications for power over ethernet</p> <p>ICTSUS5187A Implement server virtualisation for a sustainable ICT system</p> <p>BSBSUS501A Develop workplace policy and procedures for sustainability</p>
Pathway	This skill set provides credit towards ICT50210 Diploma of Telecommunications Network Engineering qualification.
Suggested form of words for	These units of competency meet industry requirements for the installation of specialised ICT network equipment. It prepares the

Statement of Attainment	participant to work in the practical application of technologies for sustainability in virtualisation of ICT networks.
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90. ICT Sustainability Planning and Designing Skill Set

Target Group	This skill set is for experienced personnel who want to integrate sustainability in the planning and design of ICT networks
Units	ICTSUS6233A Integrate sustainability in ICT planning and design projects ICTSUS6234A Establish a business case for sustainability and competitive advantage in ICT projects ICTSUS7235A Use ICT to improve sustainability outcomes ICTSUS7236A Manage improvements in ICT sustainability
Pathway	This skill set provides credit towards, ICT60110 Advanced Diploma of Optical Networks, ICT60210 Advanced Diploma of Telecommunications Network Engineering and ICT70110 Vocational Graduate Certificate in Telecommunications Network Engineering qualifications.
Suggested form of words for Statement of Attainment	These units of competency meet industry requirements for the integration of sustainability practices in the planning and design of ICT networks. It prepares the participant to justify and plan practical applications of sustainability in ICT network design in a competitive and innovative environment.

91. Technical Help Desk Support Skill Set

Target Group	This skill set is for experienced personnel in the installation and maintenance of customer access networks and customer infrastructure including equipment and cabling.
Units	ICAS3031B Provide advice to clients ICTWOR3231A Resolve technical enquiries using multiple information systems ICTWOR3232A Collect and analyse technical information
Pathway	This skill set provides credit towards ICT30210 Certificate III in

	Telecommunications and ICT30310 Certificate III in Telecommunications Cabling qualifications.
Suggested form of words for Statement of Attainment	These units of competency meet industry requirements for the installation and maintenance of specialised telecommunications network equipment and cabling. It prepares the participant to work in the practical application of technical support of ICT networks.

Printing & Graphic Arts - No Skill Sets

Training & Education

TAE10

92. Assessor Skill Set

Target Group	Individuals wishing to obtain the assessment competencies to assess according to AQTF requirements.
Units	TAEASS401A Plan assessment activities and processes TAEASS402A Assess competence TAEASS403A Participate in assessment validation
Pathway	The TAEASS units provide credit towards TAE40110 Certificate IV in Training and Education.
Suggested form of words for Statement of Attainment	These units from TAE10 Training and Education Training Package when used with relevant vocational competencies, meet industry requirements for assessors.

93. Enterprise trainer Skill Set

Target Group	Individuals who train others within a workplace. The training may be accredited or non-accredited. The role may involve some coaching at individual or small group level.
Units	TAEDEL301A Provide work skill instruction BSBCMM401A Make a presentation
Pathway	These units are elective units and provide credit towards TAE40110 Certificate IV in Training and Assessment.
Suggested form of words for Statement of Attainment	These units meet industry requirements for enterprise trainers.

94. Enterprise trainer and assessor Skill Set

Target Group	Enterprise trainers and assessors working in an enterprise registered training organisation (RTO) or in an enterprise that works together with an RTO in an auspic arrangement. These people deliver and assess nationally endorsed units or qualifications.
Units	<p>TAEASS401A Plan assessment activities and processes</p> <p>TAEASS402A Assess competence</p> <p>TAEASS403A Participate in assessment validation</p> <p>TAEDEL301A Provide work skill instruction</p>
Pathway	These units provide credit towards TAE40110 Certificate IV in Training and Education.
Suggested form of words for Statement of Attainment	These units from TAE10 Training and Education Training Package meet industry requirements for enterprise trainers and assessors.

95. Sustainable practice Skill Set

Target Group	All trainers and assessors. In the first instance those who have a specific role in delivering green skills or who train and assess in sectors where green skills development is identified as a priority.
Units	TAESUS501A Analyse and apply sustainability skills to learning programs
Pathway	This unit is an elective unit and provides credit towards the TAA50110 Diploma of Training and Assessment.
Suggested form of words for Statement of Attainment	This unit from TAE10 Training and Education Training Package meets industry requirements for those engaged in developing green skills in the VET sector.

96. Workplace supervisor

Target Group	Supervisors and managers involved in developing the skills of their team. In particular these competencies are identified as essential skills for those engaged in supervising apprentices.
Units	TAEASS301A Contribute to assessment TAEDEL301A Provide work skill instruction TAEDEL404A Mentor in the workplace
Pathway	These units provide credit towards TAE40110 Certificate IV in Training and Assessment.
Suggested form of words for Statement of Attainment	These units from TAE10 Training and Education Training Package meet industry requirements for mentoring apprentices and trainees.