

SIT07 V2

Tourism, Hospitality and Events

Training Package



Volume I of VI

Overview

Qualifications Framework

Assessment Guidelines

Competency Standards



Australian Government

**Department of Education, Employment
and Workplace Relations**

This material contained within this volume is part of the endorsed component of the SIT07 Tourism, Hospitality and Events Training Package, endorsed by the National Quality Council on 25 November 2009 and agreed to by the Ministers. This Training Package is to be reviewed by 13 December 2010.

This volume is not to be used in isolation, but must be used in conjunction with other relevant volumes, as follows:

- Volume II Cross-Sector Units of Competency Part 1
- Volume III Cross-Sector Units of Competency Part 2
- Volume IV Hospitality Units of Competency
- Volume V Tourism Units of Competency
- Volume VI Events Units of Competency

Version modification history

The version details of this endorsed Training Package are in the table below. The latest information is at the top of the table.

Version	Release date	Comments
2	14 th December 2009	<p>Addition of four Holiday Parks and Resorts qualifications :</p> <ul style="list-style-type: none"> - SIT20509 Certificate II in Holiday Parks and Resorts - SIT31209 Certificate III in Holiday Parks and Resorts - SIT40809 Certificate IV in Holiday Parks and Resorts - SIT50409 Diploma of Holiday Parks and Resorts <p>Addition of four Holiday Parks and Resorts units of competency:</p> <ul style="list-style-type: none"> - SITTIND202A Develop and update caravan industry knowledge - SITTHPR301A Plan and organise daily work - SITTHPR302A Plan and organise in-house recreational activities - SITTHPR303A Tow and site a recreational vehicle safely <p>Addition of seven Food and Beverage units:</p> <ul style="list-style-type: none"> - SITHFAB222A Conduct a product tasting for alcoholic beverages - SITHFAB227A Operate and monitor cellar systems - SITHFAB323A Provide advice on beers, spirits and liqueurs - SITHFAB324A Provide specialised advice on food and beverage matching - SITHFAB325A Provide specialised advice on Australian wines - SITHFAB326A Provide specialised advice on imported wines - SITHFAB428A Manage the sale or service of wine <p>Deletion of nine units:</p> <ul style="list-style-type: none"> - CUFPOP02B Determine resource requirements for total production - CUFPOP05B Book and coordinate production resources - FDFCDSSTTA Conduct a standard product tasting - FDFCDSEVAB Evaluate wines (advanced) - FDFCDSEWB Evaluate wines (standard) - FDFCDSWTB Promote wine tourism information - SITHFAB006A Operate cellar systems - SITHFAB014A Provide specialist advice on wine - SITHFAB019A Manage wine for a wine outlet <p>Version identifiers changed from A to B for the following units:</p> <ul style="list-style-type: none"> - SITHCCC037B Manage facilities associated with commercial catering contracts - SITHCCC038B Plan catering for an event or function - SITHFAB001B Clean and tidy bar areas

Version	Release date	Comments
		<ul style="list-style-type: none"> - SITHFAB002B Operate a bar - SITHFAB010B Prepare and serve non-alcoholic beverages - SITXCCS001B Provide visitor information - SITXOHS001B Follow health, safety and security procedures - SITXOHS003B Identify hazards, and assess and control safety risks - SITXOHS004B Implement and monitor workplace health, safety and security practices <p>Imported units:</p> <ul style="list-style-type: none"> - BSB01 Business Services Training Package replaced by updated versions from BSB07 Business Services Training Package. - CUF01 Film, Television , Radio and Multi-Media Industry Training Package replaced by updated units from CUF07 Screen and Media Training Package. - CUS01 Music Training Package replaced by updated units from CUS09 Music Training Package. - PRS03 Asset Security Training Package replaced by updated versions from CPP07 Property Services Training Package - RIIG2004A Operate small plant and equipment from RII06 Civil Construction Training Package replaced by updated and equivalent version RIISAM204A Operate small plant and equipment from RII09 Resources and Infrastructure Industry Training Package - TDT02 Transport and Distribution Training Package replaced by updated versions from TLI07 Transport and Logistics Training Package. - WFS02 Funeral Services Training Package replaced by updated versions from SIF08 Funeral Services Training Package. - UEGNSG604A Fill gas cylinders added from UEG06 Gas Industry Training Package. - Current versions of units imported from FNS04, CUE03, CUV03 and HLT07. <p>Skill sets added:</p> <ul style="list-style-type: none"> - Barista - Beverage specialist - Essential business skills for a restaurant manager - Responsible service of alcohol - Sommelier <p>Mandatory text on Assessment Guidelines updated.</p>
1	6 June 2008	<p>Primary release</p> <p>Release date inserted to reflect date of publication on NTIS</p>
1	Pre-release version March 2008	Primary release

SIT07 V2 Extract - Mapping Table

Mapping of SIT07 V2 qualifications		
Version 1 code and title	Version 2 code and title	Comments in relation to version 1
SIT10107 Certificate I in Tourism (Australian Indigenous Culture)	SIT10107 Certificate I in Tourism (Australian Indigenous Culture)	Minor updates to the following OHS units: SITXOHS001B Follow health, safety and security procedures
SIT10207 Certificate I in Hospitality	SIT10207 Certificate I in Hospitality	Minor updates to the following OHS units: SITXOHS001B Follow health, safety and security procedures
SIT10307 Certificate I in Hospitality (Kitchen Operations)	SIT10307 Certificate I in Hospitality (Kitchen Operations)	Minor updates to the following OHS units: SITXOHS001B Follow health, safety and security procedures
SIT20107 Certificate II in Tourism	SIT20107 Certificate II in Tourism	Holiday Parks and Resorts units are now available as electives for this qualification. Minor updates to the following OHS units: SITXOHS001B Follow health, safety and security procedures
SIT20207 Certificate II in Hospitality	SIT20207 Certificate II in Hospitality	Minor updates to the following OHS units: SITXOHS001B Follow health, safety and security procedures
SIT20307 Certificate II in Hospitality (Kitchen Operations)	SIT20307 Certificate II in Hospitality (Kitchen Operations)	Minor updates to the following OHS units: SITXOHS001B Follow health, safety and security procedures
SIT20407 Certificate II in Hospitality (Asian Cookery)	SIT20407 Certificate II in Hospitality (Asian Cookery)	Minor updates to the following OHS units: SITXOHS001B Follow health, safety and security procedures
Nil	SIT20509 Certificate II in Holiday Parks and Resorts	New qualification.Replaces THC20404 Certificate II in Caravan Park Operations. The intent of the qualification remains unchanged. Minor updates to the following OHS units: SITXOHS001B Follow health, safety and security procedures

Mapping of SIT07 V2 qualifications		
Version 1 code and title	Version 2 code and title	Comments in relation to version 1
SIT30107 Certificate III in Tourism	SIT30107 Certificate III in Tourism	Holiday Parks and Resorts units are now available as electives for this qualification. Minor updates to the following OHS units: SITXOHS001B Follow health, safety and security procedures Minor updates to the following client customer units: SITXCCS001B Provide visitor information.
SIT30207 Certificate III in Tourism (Retail Travel Sales)	SIT30207 Certificate III in Tourism (Retail Travel Sales)	Holiday Parks and Resorts units are now available as electives for this qualification. Minor updates to the following OHS units: SITXOHS001B Follow health, safety and security procedures
SIT30307 Certificate III in Tourism (Tour Wholesaling)	SIT30307 Certificate III in Tourism (Tour Wholesaling)	Holiday Parks and Resorts units are now available as electives for this qualification. Minor updates to the following OHS units: SITXOHS001B Follow health, safety and security procedures.
SIT30407 Certificate III in Tourism (Visitor Information Services)	SIT30407 Certificate III in Tourism (Visitor Information Services)	Holiday Parks and Resorts units are now available as electives for this qualification. Minor updates to the following OHS units: SITXOHS001B Follow health, safety and security procedures. Minor updates to the following client customer units: SITXCCS001B Provide visitor information.

Mapping of SIT07 V2 qualifications		
Version 1 code and title	Version 2 code and title	Comments in relation to version 1
SIT30507 Certificate III in Tourism (Guiding)	SIT30507 Certificate III in Tourism (Guiding)	<p>Holiday Parks and Resorts units are now available as electives for this qualification.</p> <p>Minor updates to the following OHS units:</p> <p>SITXOHS001B Follow health, safety and security procedures.</p> <p>SITXOHS003B Identify hazards and assess and control safety risks.</p> <p>Minor updates to the following First Aid units</p> <p>HLTFA301B Apply first aid</p> <p>Updated and / or new elective units now included in this qualification.</p>
SIT30607 Certificate III in Events	SIT30607 Certificate III in Events	<p>Minor updates to the following OHS units:</p> <p>SITXOHS001B Follow health, safety and security procedures</p>
SIT30707 Certificate III in Hospitality	SIT30707 Certificate III in Hospitality	<p>Updated and / or new elective units now included in this qualification.</p> <p>Minor updates to the following OHS units:</p> <p>SITXOHS001B Follow health, safety and security procedures</p>
SIT30807 Certificate III in Hospitality (Commercial Cookery)	SIT30807 Certificate III in Hospitality (Commercial Cookery)	<p>Minor updates to the following OHS units:</p> <p>SITXOHS001B Follow health, safety and security procedures</p>
SIT30907 Certificate III in Hospitality (Asian Cookery)	SIT30907 Certificate III in Hospitality (Asian Cookery)	<p>Minor updates to the following OHS units:</p> <p>SITXOHS001B Follow health, safety and security procedures.</p> <p>Minor updates to the following First Aid units:</p> <p>HLTFA301B Apply first aid</p>

Mapping of SIT07 V2 qualifications		
Version 1 code and title	Version 2 code and title	Comments in relation to version 1
SIT31007 Certificate III in Hospitality (Catering Operations)	SIT31007 Certificate III in Hospitality (Catering Operations)	Minor updates to the following OHS units: SITXOHS001B Follow health, safety and security procedures Updated and / or new elective units now included in this qualification.
SIT31107 Certificate III in Hospitality (Patisserie)	SIT31107 Certificate III in Hospitality (Patisserie)	Minor updates to the following OHS units: SITXOHS001B Follow health, safety and security procedures Updated and / or new elective units now included in this qualification.
Nil	SIT31209 Certificate III in Holiday Parks and Resorts	New qualification.Replaces THC30404 Certificate III in Caravan Park Operations. The intent of the qualification remains unchanged. Minor updates to the following OHS units: SITXOHS001B Follow health, safety and security procedures SITXOHS003B Identify hazards,and assess and control safety risks.
SIT40107 Certificate IV in Tourism (Guiding)	SIT40107 Certificate IV in Tourism (Guiding)	Holiday Parks and Resorts units are now available as electives for this qualification. Minor updates to the following OHS units: SITXOHS001B Follow health, safety and security procedures SITXOHS003B Identify hazards,and assess and control safety risks. Minor updates to the following First Aid units HLTFA301B Apply first aid Updated and / or new elective units now included in this qualification.
SIT40207 Certificate IV in Tourism	SIT40207 Certificate IV in Tourism	Holiday Parks and Resorts units are now available as electives for this qualification.

Mapping of SIT07 V2 qualifications		
Version 1 code and title	Version 2 code and title	Comments in relation to version 1
SIT40307 Certificate IV in Hospitality	SIT40307 Certificate IV in Hospitality	Updated and / or new elective units now included in this qualification.
SIT40407 Certificate IV in Hospitality (Commercial Cookery)	SIT40407 Certificate IV in Hospitality (Commercial Cookery)	Minor updates to the following OHS units: SITXOHS001B Follow health, safety and security procedures SITXOHS004B Implement and monitor workplace health,safety and security practices Minor updates to the following First Aid units: HLTFA301B Apply first aid. Updated and / or new elective units now included in this qualification.
SIT40507 Certificate IV in Hospitality (Asian Cookery)	SIT40507 Certificate IV in Hospitality (Asian Cookery)	Minor updates to the following OHS units: SITXOHS001B Follow health, safety and security procedures SITXOHS004B Implement and monitor workplace health,safety and security practices Minor updates to the following First Aid units: HLTFA301B Apply first aid.
SIT40607 Certificate IV in Hospitality (Catering Operations)	SIT40607 Certificate IV in Hospitality (Catering Operations)	Minor updates to the following OHS units: SITXOHS001B Follow health, safety and security procedures SITXOHS004B Implement and monitor workplace health,safety and security practices
SIT40707 Certificate IV in Hospitality (Patisserie)	SIT40707 Certificate IV in Hospitality (Patisserie)	Minor updates to the following OHS units: SITXOHS001B Follow health, safety and security procedures SITXOHS004B Implement and monitor workplace health,safety and security practices.

Mapping of SIT07 V2 qualifications		
Version 1 code and title	Version 2 code and title	Comments in relation to version 1
Nil	SIT40809 Certificate IV in Holiday Parks and Resorts	New qualification.Replaces THC40404 Certificate IV in Caravan Park Supervision.The intent of the qualification remains unchanged. Minor updates to the following OHS units: SITXOHS003B Identify hazards,and assess and control safety risks. SITXOHS004B Implement and monitor workplace health,safety and security practices.
SIT50107 Diploma of Tourism	SIT50107 Diploma of Tourism	Holiday Parks and Resorts units are now available as electives for this qualification. Minor updates to the following OHS units: SITXOHS004B Implement and monitor workplace health,safety and security practices Updated and / or new elective units now included in this qualification.
SIT50207 Diploma of Events	SIT50207 Diploma of Events	Minor updates to the following OHS units: SITXOHS003B Identify hazards,and assess and control safety risks.
SIT50307 Diploma of Hospitality	SIT50307 Diploma of Hospitality	Updated and new elective units now included in this qualification. Minor updates to the following OHS units: SITXOHS001B Follow health, safety and security procedures SITXOHS004B Implement and monitor workplace health,safety and security practices.

Mapping of SIT07 V2 qualifications		
Version 1 code and title	Version 2 code and title	Comments in relation to version 1
Nil	SIT50409 Diploma of Holiday Parks and Resorts	New qualification.Replaces THC50404 Diploma of Caravan Park Management. The intent of the qualification remains unchanged. Minor updates to the following OHS units: SITXOHS003B Identify hazards,and assess and control safety risks. SITXOHS004B Implement and monitor workplace health,safety and security practices.
SIT60107 Advanced Diploma of Tourism	SIT60107 Advanced Diploma of Tourism	Holiday Parks and Resorts units are now available as electives for this qualification. Updated and / or new elective units now included in this qualification.
SIT60207 Advanced Diploma of Events	SIT60207 Advanced Diploma of Events	Minor updates to the following management units: BSBMGT502B Manage people performance Minor updates to the following administration units: CUVADM08B Develop and manage public relations strategies.
SIT60307 Advanced Diploma of Hospitality	SIT60307 Advanced Diploma of Hospitality	Updated and new elective units now included in this qualification. Minor updates to the following OHS units: SITXOHS004B Implement and monitor workplace health,safety and security practices.

Mapping of SIT07 V2 units of competency		
Version 1 Code and title	Version 2 Code and title	Comment in relation to Version 1 E = equivalent N = not equivalent
Cross-Sector units		
Administration		
See comment	See comment	E No changes made to SIT07 units. Please note that imported units are updated. Refer to summary of units for further information.
Client and Customer Service		
SITXCCS001A Provide visitor information	SITXCCS001B Provide visitor information	E <ul style="list-style-type: none"> • Information on employability skills updated • Information on wineries included in the application • Required knowledge: broad note about varying information • Range statement: sources of visitor information/ winemakers and other wine experts.
Communication and Teamwork		
See comment	See comment	E No changes made to SIT07 units. Please note that imported units are updated. Refer to summary of units for further information.
E-Business		
See comment	See comment	E No changes made to SIT07 units. Please note that imported units are updated. Refer to summary of units for further information.

Mapping of SIT07 V2 units of competency		
Version 1 Code and title	Version 2 Code and title	Comment in relation to Version 1 E = equivalent N = not equivalent
Environmental Sustainability		
See comment	See comment	E No changes made to SIT07 units. Please note that imported units are updated.
Finance		
See comment	See comment	E No changes made to SIT07 units. Please note that imported units are updated.
First Aid		
See comment	See comment	E Please note that imported units are updated. Refer to summary of units for further information.
Franchising		
See comment	See comment	E Please note that imported units are updated. Refer to summary of units for further information.
Food Safety		
See comment	See comment	E No changes made to SIT07 units. Refer to summary of units for further information.
Governance and Legal Compliance		
See comment	See comment	E No changes made to SIT07 units. Refer to summary of units for further information.

Mapping of SIT07 V2 units of competency		
Version 1 Code and title	Version 2 Code and title	Comment in relation to Version 1 E = equivalent N = not equivalent
Human Resource Management		
See comment	See comment	E No changes made to SIT07 units. Please note that imported units are updated. Refer to summary of units for further information.
Computer Operations and ICT Management		
See comment	See comment	E No changes made to SIT07units. Refer to summary of units for further information.
Inventory		
See comment	See comment	E No changes made to SIT07units. Refer to summary of units for further information.
Languages other than English		
See comment	See comment	E No changes made to SIT07units. Refer to summary of units for further information.
Merchandising		
See comment	See comment	E No changes made to SIT07units. Refer to summary of units for further information.
Management and Leadership		
See comment	See comment	E No changes made to SIT07units. Please note that imported units are updated. Refer to summary of units for further information.

Mapping of SIT07 V2 units of competency		
Version 1 Code and title	Version 2 Code and title	Comment in relation to Version 1 E = equivalent N = not equivalent
Marketing and Public Relations		
See comment	See comment	E No changes made to SIT07units. Please note that imported units are updated. Refer to summary of units for further information.
Occupational Health and Safety		
SITXOHS001A Follow health, safety and security procedures	SITXOHS001B Follow health, safety and security procedures	E Minor addition to range statement to reference inert gas safety.
SITXOHS003A Identify hazards, and assess and control safety risks	SITXOHS003B Identify hazards, and assess and control safety risks	E Minor addition to range statement to reference inert gas safety.
SITXOHS004A Implement and monitor workplace health, safety and security practices	SITXOHS004B Implement and monitor workplace health, safety and security practices	E Minor addition to range statement to reference inert gas safety.
Quality and Innovation		
See comment	See comment	E No changes made to SIT07units. Please note that imported units are updated. Refer to summary of units for further information.
Risk Management and Security		
See comment	See comment	E Please note that imported units are updated. Refer to summary of units for further information.
See comment	SITXCCS305A Provide lost and found facility	E Recoded unit based on and equivalent to PRSSO217A Provide lost and found facility.

Mapping of SIT07 V2 units of competency		
Version 1 Code and title	Version 2 Code and title	Comment in relation to Version 1 E = equivalent N = not equivalent
Sales		
See comment	See comment	E No changes made to SIT07units. Refer to summary of units for further information.
Tourism		
Guiding		
See comment	See comment	E No changes made to SIT07units. Please note that imported units are updated. Refer to summary of units for further information.
Holiday Parks and Resorts		
Nil	SITTHPR301A Plan and organise daily work	E .Unit updated and equivalent to THCCOR05B Plan and organise daily work.
Nil	SITTHPR302A Plan and organise in-house recreational activities	E .Unit updated and equivalent to THCGCS09A Organise in-house recreational activities.
Nil	SITTHPR303A Tow and site a recreational vehicle safely	N Based on but not equivalent to THCGHS09B Tow a recreational vehicle safely
Working in Industry		
Nil	SITTIND202A Develop and update caravan industry knowledge	E .Unit updated and equivalent to THCCOR04B Develop and update caravan industry knowledge.

Mapping of SIT07 V2 units of competency		
Version 1 Code and title	Version 2 Code and title	Comment in relation to Version 1 E = equivalent N = not equivalent
Planning and Product Development		
See comment	See comment	E No changes made to SIT07units. Please note that imported units are updated. Refer to summary of units for further information.
Tourism Sales and Operations		
See comment	See comment	E No changes made to SIT07units. Please note that imported units are updated. Refer to summary of units for further information.
Venue and Facility Operations		
See comment	See comment	E No changes made to SIT07units. Please note that imported units are updated. Refer to summary of units for further information.

Mapping of SIT07 V2 units of competency		
Version 1 Code and title	Version 2 Code and title	Comment in relation to Version 1 E = equivalent N = not equivalent
Hospitality		
Cookery and Commercial Catering		
SITHCCC037A Manage facilities associated with commercial catering contracts	SITHCCC037B Manage facilities associated with commercial catering contracts	N Addition to required knowledge to cover safety considerations of particular relevance to commercial catering facilities, including specific requirements for the safe operation of: <ul style="list-style-type: none"> • cooking equipment • beverage dispensing equipment • Minor additions to range statement to cover safety issues.
SITHCCC038A Plan the catering for an event or function	SITHCCC038B Plan catering for an event or function	N Addition to required knowledge to cover safety considerations associated with different types of catering equipment, including: <ul style="list-style-type: none"> • cooking equipment • beverage dispensing systems (inert gas, chemical use). Minor additions to range statement to reflect coverage of beverages as well as food.

Mapping of SIT07 V2 units of competency		
Version 1 Code and title	Version 2 Code and title	Comment in relation to Version 1 E = equivalent N = not equivalent
Food and Beverage		
SITHFAB001A Clean and tidy bar areas	SITHFAB001B Clean and tidy bar areas	<p>N</p> <p>Addition to required knowledge to cover safety issues of particular relevance to bar operations, including:</p> <ul style="list-style-type: none"> • general awareness of potential dangers associated with inert gases used in beverage dispensing systems, and their impact on different workers • signage used for areas of restricted access.

Mapping of SIT07 V2 units of competency		
Version 1 Code and title	Version 2 Code and title	Comment in relation to Version 1 E = equivalent N = not equivalent
SITHFAB002A Operate a bar	SITHFAB002B Operate a bar	<p>N</p> <p>Addition to required knowledge to cover:</p> <ul style="list-style-type: none"> • hygiene issues of specific relevance to beverage service • safety issues and safe work practices of specific relevance to bar operations including: <ul style="list-style-type: none"> - overview knowledge of the Australian Standards that apply to safe bar operations (eg AS5034-2005) - specific dangers of inert gases used in beer and post mix systems, how they apply in different hospitality environments, and the measures required to ensure worker and patron safety - issues and requirements around the types of chemicals used in bar operations - requirements around appropriate signage for areas where gases and chemicals are used - scope of responsibilities of different workers and contractors in relation to bar equipment.

Mapping of SIT07 V2 units of competency		
Version 1 Code and title	Version 2 Code and title	Comment in relation to Version 1 E = equivalent N = not equivalent
SITHFAB006A Operate cellar systems	SITHFAB227A Operate and monitor cellar systems	N Unit deleted. Unit significantly changed to place greater and more specific focus on safety and therefore not equivalent to SITHFAB006A. Changes include: <ul style="list-style-type: none"> • additional information in unit descriptor and application of the unit • re-structuring of elements and performance criteria • expansion and specification of required knowledge • changes to range statement to better reflect safety issues and updated terminology • greater specification of requirements in evidence guide.
SITHFAB010A Prepare and serve non-alcoholic beverages	SITHFAB010B Prepare and serve non-alcoholic beverages	N Addition to required knowledge to cover safety issues and safe work practices of particular relevance to the service of non-alcoholic drinks, including: <ul style="list-style-type: none"> • requirements for the use of coffee machines • potential dangers associated with post-mix dispensing systems (inert gas) • use of refrigeration • working with ingredients at high temperatures.

Mapping of SIT07 V2 units of competency		
Version 1 Code and title	Version 2 Code and title	Comment in relation to Version 1 E = equivalent N = not equivalent
SITHFAB014A Provide specialist advice on wine	Deleted	Unit deleted and replaced with two units, one focussing on Australian wines (SITHFAB325A) and the other on imported wines (SITHFAB326A).
SITHFAB019A Manage wine for a wine outlet	SITHFAB428A Manage the sale or service of wine	N Unit refined to provide a clearer focus on the management of wine sales and service and the business aspects of the unit.
Nil	SITHFAB222A Conduct a product tasting for alcoholic beverages	New unit based on FDFCDSSTTA Conduct a standard product tasting.
Nil	SITHFAB323A Provide advice on beers, spirits and liqueurs	New unit
Nil	SITHFAB324A Provide specialised advice on food and beverage matching	New unit
Nil	SITHFAB325A Provide specialised advice on Australian wines	New unit based on, but not equivalent to SITHFAB014A Provide specialist advice on wine.
Nil	SITHFAB326A Provide specialised advice on imported wines	New unit based on, but not equivalent to SITHFAB014A. Provide specialist advice on wine.
Events		
See comment	See comment	E No changes made to SIT07units. Please note that imported units are updated. Refer to summary of units for further information.

Mapping of imported units of competency		
Version 1 Code and title	Version 2 Code and title	Comment in relation to Version 1 E = equivalent N = not equivalent
BSBADM304A Design and Develop text documents	deleted	N Deleted and incorporated into BSBITU307A Develop keyboarding speed and accuracy and BSBITU309A Produce desktop published documents.
BSBADM305A Create and use databases	BSBITU301A Create and use databases	E Unit updated and equivalent to BSBADM305A.
BSBADM306A Create electronic presentations	BSBITU302A Create electronic presentations	E Unit updated and equivalent to BSBADM306A.
BSBADM308A Process payroll	BSBFIA302A Process payroll	E Updated and equivalent
BSBADM309A Process accounts payable and receivable	BSBFIA303A Process accounts payable and receivable	E Updated and equivalent
BSBADM310A Maintain a general ledger	BSBFIA304A Maintain a general ledger	E Updated and equivalent
BSBADM403A Develop and use complex databases	BSBITA401A Design databases	N Deleted and incorporated into a new unit BSBITA401A Design databases.
BSBADM404A Develop and use complex spreadsheets	BSBITU402A Develop and use complex spreadsheets	E Unit updated and equivalent to BSBADM404A.
BSBADM408A Prepare financial reports	BSBFIA401A Prepare financial reports	E Updated and equivalent
BSBADM505A Manage payroll	BSBFIM502A Manage payroll	E Updated and equivalent
BSBCM108A Develop keyboard skills	BSBITU102A Develop keyboard skills	E Unit updated and equivalent to BSBCM108A.
BSBCM205A Use business technology	BSBWOR204A Use business technology	E Unit updated and equivalent to BSBCM205A.
BSBCM213A Produce simple wordprocessed documents	BSBITU201A Produce simple word processed documents	E Unit updated and equivalent to BSBCM213A.

Mapping of imported units of competency		
Version 1 Code and title	Version 2 Code and title	Comment in relation to Version 1 E = equivalent N = not equivalent
BSBCM214A Create and use simple spreadsheets	BSBITU202A Create and use spreadsheets	E Unit updated and equivalent to BSBCM214A
BSBCM306A Produce business documents	BSBITU306A Design and produce business documents	E Unit updated and equivalent to BSBCM306A
BSBCM308A Maintain financial records	BSBFIA301A Maintain financial records	E Updated and equivalent
BSBEBUS302A Use and maintain electronic mail system	BSBITU203A Communicate electronically	NE Deleted and merged with BSBITU203A Communicate electronically.
BSBEBUS401A Conduct online research	BSBRES401A Analyse and present research information	E Updated and equivalent
BSBEBUS404A Trade online	BSBITU305A Conduct online transactions	N Deleted and merged with BSBITU305A Conduct online transactions.
BSBEBUS405A Conduct online financial transactions	BSBITU305A Conduct online transactions	N Deleted and merged with BSBITU305A Conduct online transactions.
BSBEBUS407A Review and maintain the business aspects of a website	BSBEBU401A Review and maintain a website	E Updated and equivalent
BSBEBUS408A Implement and monitor delivery of quality customer service online	BSBCUS401A Coordinate implementation of customer service strategies	N Deleted and merged with BSBCUS401A Coordinate implementation of customer service strategies.
BSBEBUS501A Evaluate e business opportunities	BSBEBU501A Investigate and design e-business solutions	N Deleted and incorporated into a new unit BSBEBU501A Investigate and design e-business solutions.
BSBEBUS502A Evaluate e business models	BSBEBU501A Investigate and design e-business solutions	N Deleted and incorporated into a new unit BSBEBU501A Investigate and design e-business solutions.

Mapping of imported units of competency		
Version 1 Code and title	Version 2 Code and title	Comment in relation to Version 1 E = equivalent N = not equivalent
BSBEBUS504A Implement an e-business strategy	BSBEBU501A Investigate and design e-business solutions	N Deleted and incorporated into a new unit BSBEBU501A Investigate and design e-business solutions.
BSBEBUS507A Manage the business aspects of a website	Deleted	N Deleted as duplicated units in the ICA05 Information and Communications Technology Training Package.
BSBEBUS516A Manage online purchasing	Deleted	N Deleted as covered by BSBPUR501B Develop, implement and review purchasing strategies.
BSBEBUS517A Manage online inventory	Deleted	E BSBPUR501B Develop, implement and review purchasing strategies.
BSBEBUS519A Manage online sales systems	Deleted	N Deleted and merged into a new unit BSBEBU502A Implement e-business solutions.
BSBEBUS520A Manage online payments systems	Deleted	N Deleted and merged into a new unit BSBEBU502A Implement e-business solutions.
BSBEBUS521A Plan e-marketing communications	BSBMKG510A Plan e-marketing communications	E Updated and equivalent
BSBEBUS522A Conduct e-marketing communications	BSBMKG412A Conduct e-marketing communications	E Updated and equivalent
BSBEBUS601A Develop an e-business strategy	Deleted	E Deleted as merged into a new unit BSBEBU501A Investigate and design e-business solutions.
BSBEBUS602A Develop an action plan for an e-business strategy	Deleted	N Deleted as merged into a new unit BSBEBU501A Investigate and design e-business solutions.

Mapping of imported units of competency		
Version 1 Code and title	Version 2 Code and title	Comment in relation to Version 1 E = equivalent N = not equivalent
BSBEBUS603A Evaluate new technologies for business	Deleted	E Deleted and replaced by units from the ICA05 Information and Communications Technology Training Package.
BSBEBUS604A Develop a business website strategy	Deleted	N Deleted as merged into a new unit BSBEBU501A Investigate and design e-business solutions.
BSBEBUS613A Develop online customer service strategies	Deleted	N Deleted; candidates seeking outcomes associated with this unit are advised to pick up PSPPOL501A Develop organisation policy from the PSP04 Public Sector Training Package.
BSBEBUS614A Build online customer loyalty	Deleted	N Deleted and merged into BSBCUS501A Manage quality customer service.
Nil	BSBFIA301A Maintain financial records	New unit
BSBFLM509B Facilitate continuous improvement	BSBMGT516A Facilitate continuous improvement	E Unit updated and equivalent to BSBFLM509B - minor change.
BSBFRA401A Manage compliance with franchisee obligations and legislative requirements	BSBFRA401B Manage compliance with franchisee obligations and legislative requirements	E Updated and equivalent
BSBFRA403A Manage relationship with franchisor	BSBFRA403B Manage relationship with franchisor	E Updated and equivalent
BSBFRA502A Manage a franchise operation	BSBFRA502B Manage a franchise operation	E Updated and equivalent
Nil	BSBITU202A Create and use spreadsheets	New unit
Nil	BSBITU306A Design and produce business documents	New unit

Mapping of imported units of competency		
Version 1 Code and title	Version 2 Code and title	Comment in relation to Version 1 E = equivalent N = not equivalent
Nil	BSBITU402A Develop and use complex spreadsheets	New unit
BSBMGT603A Review and develop business plans	BSBMGT617A Develop and implement a business plan	E Deleted and replaced by a new unit BSBMGT617A Develop and implement a business plan.
BSBMGT604A Manage business operations	BSBMGT617A Develop and implement a business plan	E Deleted and replaced by a new unit BSBMGT617A Develop and implement a business plan.
BSBMKG401A Profile the market	BSBMKG401B Profile the market	E Unit updated and equivalent to BSBMKG401A
BSBMKG604A Develop and manage direct marketing campaigns	BSBMKG509A Implement and monitor direct marketing activities	N Deleted and replaced by new units BSBMKG508A Plan direct marketing activities and BSBMKG509A Implement and monitor direct marketing activities.
BSBMKG605A Evaluate international marketing opportunities	BSBMKG605B Evaluate international marketing opportunities	E Unit updated and equivalent to BSBMKG605A.
BSBMKG606A Manage international marketing programs	BSBMKG606B Manage international marketing programs	E Unit updated and equivalent to BSBMKG606A.
BSBMKG607A Manage market research	BSBMKG607B Manage market research	E Unit updated and equivalent to BSBMKG607A.
BSBMGT507A Manage environmental performance	BSBSUS501A Develop workplace policy and procedures for sustainability	E Deleted as covered by a new common unit in sustainability, BSBSUS501A Develop workplace policy and procedures for sustainability.
BSBMGT502A Manage people performance	BSBMGT502B Manage people performance	E Unit updated and equivalent to BSBMGT502A - minor change.

Mapping of imported units of competency		
Version 1 Code and title	Version 2 Code and title	Comment in relation to Version 1 E = equivalent N = not equivalent
BSBMGT503A Prepare budgets and financial plans	Deleted	N Deleted as covered by BSBFIM501A Manage budgets and financial plans.
CUEAUD06A Apply a general knowledge of vision systems to work activities	CUEAUD06B Apply a general knowledge of vision systems to work activities	E Updated and equivalent
CUEFOH03B Provide seating and ticketing advice	CUEFOH03C Provide seating and ticketing advice	E Updated and equivalent
CUEFOH04B Usher patrons	CUEFOH04C Usher patrons	E Updated and equivalent
CUEFOH06B Manage venue services	CUEFOH06C Manage venue services	E Updated and equivalent
CUEFOH08A Process incoming customers orders	CUEFOH08B Process incoming orders	E Updated and equivalent
CUELGT05B Record and operate standard lighting cues	CUFLGT302A Record and operate standard lighting cues	E Replaced and equivalent
CUELGT09B Apply a general knowledge of lighting to work activities	CUFLGT101A Apply a general knowledge of lighting to work activities	E Replaced and equivalent
CUEPMT11A Manage the production process	CUEPMT11B Manage the production process	E Updated and equivalent
CUEPRP02A Research, prepare and obtain props	CUEPRP02B Research, prepare and obtain props	E Updated and equivalent
CUESET05B Apply set construction techniques	CUESET05C Apply set construction techniques	E Updated and equivalent
CUESMT05B Stage manage the production/event	CUESMT05C Stage manage the production/event	E Updated and equivalent
CUESMT10A Organise and facilitate rehearsals	CUESMT10B Organise and facilitate rehearsals	E Updated and equivalent
CUESMT11A Create, update and use production reference documents	CUESMT11B Create, update and use production reference documents	E Updated and equivalent

Mapping of imported units of competency		
Version 1 Code and title	Version 2 Code and title	Comment in relation to Version 1 E = equivalent N = not equivalent
CUESOU07A Apply a general knowledge of audio to work activities	CUESOU07B Apply a general knowledge of audio to work activities	E Updated and equivalent
CUESTA01B Install staging elements	CUESTA01C Install staging elements	E Updated and equivalent
CUESTA05B Apply a general knowledge of staging to work activities	CUESTA05C Apply a general knowledge of staging to work activities	E Updated and equivalent
CUETEM03B Establish and manage production requirements and resources	CUETEM03C Establish and manage production requirements and resources	E Updated and equivalent
CUETEM06A Organise and monitor bump in/ bump out	CUETEM06B Organise and monitor bump in/ bump out	E Updated and equivalent
CUETGE05B Maintain physical production elements	CUETGE05C Maintain physical production elements	E Updated and equivalent
CUETGE15A Handle physical elements safely during bump/bump out	CUETGE15B Handle physical elements safely during bump/bump out	E Updated and equivalent
CUFIMA01A Produce and manipulate digital images	CUFDIG303A Produce and prepare photo images	E Unit has been updated and is equivalent to CUFIMA01A.
CUFPOP02B Determine resource requirements for total production	Nil	N Unit deleted. Aspects of content covered in CUFPPM601A Plan and manage film and media pre-production. Remainder of content covered by importing CUETEM03C Establish and manage production requirements and resources.
CUFPOP03B Compile a production schedule	CUFPPM408A Compile production schedules	E Updated and equivalent
CUFPOP05B Book and coordinate production resources	Nil	N Unit deleted. Content incorporated into CUFPPM403A Coordinate film and media production services and resources.

Mapping of imported units of competency		
Version 1 Code and title	Version 2 Code and title	Comment in relation to Version 1 E = equivalent N = not equivalent
CUSADM08A Address copyright requirements	Nil	N Unit deleted. Content covered by importing CUFCMP301A Implement copyright arrangements and CUFCMP501A Manage and exploit copyright arrangements.
CUSFIN01A Finance a project	CUSFIM501A Secure funding for projects	E Updated and equivalent
CUVADM08A Develop and manage public relations strategies	CUVADM08B Develop and manage public relations strategies	E Updated and equivalent
CUVADM10A Research and utilise revenue and funding opportunities	CUVADM10B Develop and manage public relations strategies	E Updated and equivalent
CUVCRS03A Produce computer-aided drawings	CUVCRS03B Produce computer-aided drawings	E Updated and equivalent
FDFCDSEVAB Evaluate wines (advanced)	Nil	N Unit deleted. Content covered in SITHFAB325A Provide specialised advice on Australian wines and SITHFAB326A Provide specialised advice on imported wines.
FDFCDSEWB Evaluate wines (standard)	Nil	N Unit deleted. Content covered in SITHFAB325A Provide specialised advice on Australian wines and SITHFAB326A Provide specialised advice on imported wines.
FDFCDSWTB Promote wine tourism information	Nil	N Unit deleted. Content covered in SITHFAB222A Conduct a product tasting for alcoholic beverages.

Mapping of imported units of competency		
Version 1 Code and title	Version 2 Code and title	Comment in relation to Version 1 E = equivalent N = not equivalent
FDFCDSSTTA Conduct a standard product tasting	Nil	E Unit deleted. Replaced by SITHFAB222A Conduct a product tasting for alcoholic beverages.
FNSACCT407A Set up and operate a computerised accounting system	FNSACCT407B Set up and operate a computerised accounting system	E Updated and equivalent
HLTFA301B Apply first aid	HLTFA301B Apply first aid	No change
HLTFA302A Provide first aid in a remote situation	HLTFA302A Provide first aid in a remote situation	No change
ICAS1193A Connect a workstation to the internet	ICAS1193B Connect a workstation to the internet	E Updated and equivalent
ICAS2017A Maintain system integrity	ICAS2017B Maintain system integrity	E Updated and equivalent
PRSSO211A Monitor and control individual and crowd behaviour	CPPSEC2012A Monitor and control individual and crowd behaviour	E Updated and equivalent
PRSSO217A Provide lost and found facility	deleted	E Replaced by and equivalent to SITXCCS305A Provide lost and found facility.
PRSSO320A Plan and conduct evacuation of premises	CPPSEC3017A Plan and conduct evacuation of premises	E Updated and equivalent
PRSSO321A Provide for the safety of persons at risk	CPPSEC3018A Provide for the safety of persons at risk	E Updated and equivalent
RIIG2004A Operate small plant and equipment	RISSAM204A Operate small plant and equipment	E Updated and equivalent
TDTB397B Carry out vehicle servicing and maintenance	TLIB307C Carry out vehicle servicing and maintenance	E Updated and equivalent

Mapping of imported units of competency		
Version 1 Code and title	Version 2 Code and title	Comment in relation to Version 1 E = equivalent N = not equivalent
TDTC197B Drive vehicle	TLIC107C Drive vehicle	E Updated and equivalent
TDTC897B Drive coach/bus	TLIC807C Drive coach/bus	E Updated and equivalent
TDTE597B Carry out basic workplace calculations	TLIE507C Carry out basic workplace calculations	E Updated and equivalent
Nil	BSBFIM501A Manage budgets and financial plans	New unit

Explanation of the review date

The review date (shown on the title page and in the footer of each page) indicates when the Training Package is expected to be reviewed in the light of changes such as changing technologies and circumstances. The review date is not an expiry date. Endorsed Training Packages and their components remain current until they are reviewed or replaced.