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learning resources

Our comprehensive range of Business resources cover Certificate I through to Advanced Diploma.

Our resources have been designed to allow learners to easily progress in skills and knowledge through each certificate level.

Every Aspire resource is written to the appropriate Australian Qualification Framework (AQF) level for the qualification in which it sits and is also designed to support learners with LLN needs.

Learner guides

- Available in **print**, **eBook** and **online** format
- All formats **match** to suit blended delivery
- Case studies written by industry experts and numerous examples to demonstrate concepts
- A variety of practise tasks for the learner to apply what they have learnt
- Learning checkpoints to consolidate learning
- Include QR codes linking to video clips.

Trainer and assessor guide including Assessment resources (TAG-ARs)

- TAG-ARs match each learner guide
- Fully customisable product to suit your specific needs
- Wide variety of formative and summative assessments
- Benchmark solutions for the assessments
- Mapping of learning content and formative & summative assessment to the unit of competency
- Forms and templates to assist with validation
- Glossary of relevant terms
- Purchase online then download immediately.

 **digital**
learning resources

Online learning resources

- Follows sound learning pedagogy
- A wide variety of interactive features
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- Content options to suit most LMS's.

eBooks

- Download to any device
- Accessible **online** and **offline** – ideal for regional and international students
- They're interactive: add notes, bookmark pages and highlight sections
- Built-in dictionary function
- Keep in contact with your students through the social collaboration option.

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BSB Certificates I-III resources

→ BSB10115 Certificate I in Business

Qualification requirement: 1 core and 5 electives

→ BSB20115 Certificate II in Business

Qualification requirement: 1 core and 11 electives

→ BSB30115 Certificate III in Business

Qualification requirement: 1 core and 11 electives

→ BSB30415 Certificate III in Business Administration

Qualification requirement: 2 core and 11 electives

Print resources	Price
Learner guides – content only	\$18.00 ea
Titles are listed below	

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Trainer's and assessor's guide & Assessment resource*	\$700.00 ea
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ISBN	Code	Release*	Title	BSB10115	BSB20115	BSB30115	BSB30415
978 1 76059 284 4	BSBADM101	R1	Use business equipment and resources	E			
978 1 76059 287 5	BSBADM307	R1	Organise schedules				E
978 1 76059 290 5	BSBADM311	R1	Maintain business resources			E	E
978 1 76059 311 7	BSBCMM101	R1	Apply basic communication skills	E			
978 1 76059 314 8	BSBCMM201	R1	Communicate in the workplace		E		
978 1 76059 317 9	BSBCMM301	R1	Process customer complaints			E	E
978 1 76059 323 0	BSBCUS201	R1	Deliver a service to customers		E		
978 1 76059 326 1	BSBCUS301	R1	Deliver and monitor a service to customers			E	E
978 1 76059 341 4	BSBDIV301	R1	Work effectively with diversity			E	E
978 1 76059 347 6	BSBFIA301	R1	Maintain financial records			E	E
978 1 76059 350 6	BSBFIA302	R1	Process payroll				E
978 1 76059 353 7	BSBFIA303	R1	Process accounts payable and receivable				E
978 1 76059 389 6	BSBIND201	R1	Work effectively in a business environment	E	E		
978 1 76059 392 6	BSBINM201	R1	Process and maintain workplace information		E		
978 1 76059 395 7	BSBINM202	R1	Handle mail		E		
978 1 76059 398 8	BSBINM301	R1	Organise workplace information			E	E
978 1 76059 401 5	BSBINM302	R1	Utilise a knowledge management system			E	E
978 1 76059 413 8	BSBINN201	R1	Contribute to workplace innovation		E		E
978 1 76059 416 9	BSBINN301	R1	Promote innovation in a team environment			E	
978 1 76059 422 0	BSBITU101	R1	Operate a personal computer (Microsoft Office 2013)	E			
978 1 76059 425 1	BSBITU102	R1	Develop keyboard skills (Microsoft Office 2013)	E			
978 1 76075 274 3	BSBITU211	R1	Produce digital text documents (Microsoft Office 2016)	E	E		
978 1 76075 277 4	BSBITU212	R1	Create and use spreadsheets (Microsoft Office 2016)	E	E		
978 1 76075 357 3	BSBITU213	R1	Use digital technologies to communicate remotely		E		
978 1 76059 446 6	BSBITU305	R1	Conduct online transactions (Microsoft Office 2013)			E	E
978 1 76059 449 7	BSBITU306	R1	Design and produce business documents (Microsoft Office 2013)			E	E
978 1 76059 452 7	BSBITU307	R2	Develop keyboarding speed and accuracy (Microsoft Office 2013)				C
978 1 76075 286 6	BSBITU312	R1	Create electronic presentations (Microsoft Office 2016)			E	E
978 1 76075 280 4	BSBITU313	R1	Design and produce digital text documents (Microsoft Office 2016)			E	E
978 1 76075 283 5	BSBITU314	R1	Design and produce spreadsheets (Microsoft Office 2016)			E	E
978 1 76059 473 2	BSBLED101	R1	Plan skills development	E			
978 1 76059 527 2	BSBPRO301	R1	Recommend products and services			E	E
978 1 76059 533 3	BSBPUR301	R1	Purchase goods and services			E	
978 1 76059 557 9	BSBSUS201	R1	Participate in environmentally sustainable work practices	E	E		E
978 1 76059 608 8	BSBSUS301	R1	Implement and monitor environmentally sustainable work practices			E	
978 1 76059 566 1	BSBWHS201	R1	Contribute to health and safety of self and others	C	C		C
978 1 76059 569 2	BSBWHS302	R1	Apply knowledge of WHS legislation in the workplace			C	
978 1 76059 572 2	BSBWHS401	R1	Implement and monitor WHS policies, procedures and programs to meet legislative requirements				E
978 1 76059 578 4	BSBWOR202	R1	Organise and complete daily work activities	E	E		
978 1 76059 581 4	BSBWOR203	R2	Work effectively with others		E		
978 1 76059 584 5	BSBWOR204	R1	Use business technology		E		E
978 1 76059 587 6	BSBWOR301	R1	Organise personal work priorities and development			E	E
978 1 76075 126 5	BSBWRK311	R1	Develop self-awareness – NEW UNIT			E	
978 1 76059 602 6	BSBWRT301	R1	Write simple documents			E	E
978 1 76075 507 2	BSBXDB301	R1	Respond to the service needs of customers and clients with disability – NEW Cross Sector Unit BSB TP V4.0			E	
978 1 76075 515 7	BSBXTW301	R1	Work in a team – NEW Cross Sector Unit BSB TP V4.0			E	

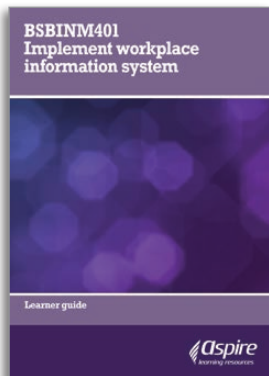
* The R# relates to the Training Package version, for example: R1 = Release 1, R2 = Release 2.

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BSB Certificate IV resources

→ BSB40215 Certificate IV in Business

Qualification requirement: 1 core and 9 electives

→ BSB40515 Certificate IV in Business Administration

Qualification requirement: 10 electives

→ BSB42015 Certificate IV in Leadership and Management

Qualification requirement: 4 core and 8 electives

→ BSB42415 Certificate IV in Marketing and Communications

Qualification requirement: 5 core and 7 electives

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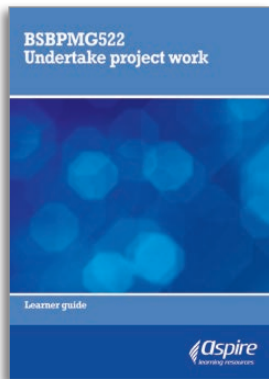
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ISBN	Code	Release *	Title	BSB40215	BSB40515	BSB42015	BSB42415
978 1 76059 293 6	BSBADM405	R1	Organise meetings	E	E		
978 1 76059 296 7	BSBADM406	R1	Organise business travel		E		
978 1 76059 299 8	BSBADM409	R1	Coordinate business resources	E	E	E	
978 1 76059 320 9	BSBCMM401	R1	Make a presentation	E	E	E	C
978 1 76059 397 1	BSBCRT401	R2	Articulate, present and debate ideas			E	C
978 1 76075 120 3	BSBCRT404	R1	Apply advanced critical thinking to work processes – NEW UNIT	E	E	E	E
978 1 76059 329 2	BSBCUS401	R2	Coordinate implementation of customer service strategies	E	E	E	E
978 1 76059 332 2	BSBCUS402	R2	Address customer needs	E	E	E	
978 1 76059 335 3	BSBCUS403	R2	Implement customer service standards	E		E	
978 1 76059 356 8	BSBFIA401	R1	Prepare financial reports		E		
978 1 76059 359 9	BSBFIA402	R1	Report on financial activity	E	E	E	E
978 1 76059 404 6	BSBINM401	R1	Implement workplace information system		E	E	E
978 1 76059 416 9	BSBINN301	R1	Promote innovation in a team environment	E	E	E	
978 1 76059 455 8	BSBLDR401	R1	Communicate effectively as a workplace leader			C	
978 1 76059 458 9	BSBLDR402	R1	Lead effective workplace relationships			C	E
978 1 76059 461 9	BSBLDR403	R1	Lead team effectiveness			C	
978 1 76059 464 0	BSBLDR404	R1	Lead a diverse workforce			E	
978 1 76059 476 3	BSBLED401	R2	Develop teams and individuals	E		E	
978 1 76059 482 4	BSBMGT401	R1	Show leadership in the workplace			E	
978 1 76059 485 5	BSBMGT402	R1	Implement operational plan			C	
978 1 76059 488 6	BSBMGT403	R1	Implement continuous improvement			E	
978 1 76059 406 0	BSBMGT407	R1	Apply digital solutions to work processes			E	C
978 1 76059 515 9	BSBMKG413	R1	Promote products and services	E	E	E	
978 1 76059 518 0	BSBMKG414	R1	Undertake marketing activities	E	E		
978 1 76059 424 4	BSBMKG417	R1	Apply marketing communication across a convergent industry				C
978 1 76059 415 2	BSBMKG418	R1	Develop and apply knowledge of marketing communication industry				C
978 1 76059 524 1	BSBPMG522	R1	Undertake project work	E		E	
978 1 76059 530 2	BSBPRO401	R1	Develop product knowledge				E
978 1 76059 536 4	BSBREL401	R1	Establish networks	E	E		
978 1 76059 539 5	BSBREL402	R1	Build client relationships and business networks			E	
978 1 76059 542 5	BSBRES401	R1	Analyse and present research information	E	E	E	E
978 1 76059 545 6	BSBRSK401	R1	Identify risk and apply risk management processes	E	E	E	
978 1 76059 551 7	BSBSLS407	R1	Identify and plan sales prospects				
978 1 76059 554 8	BSBSLS408	R1	Present, secure and support sales solutions				
978 1 76059 608 8	BSBSUS301	R1	Implement and monitor environmentally sustainable work practices	E	E	E	
978 1 76059 572 2	BSBWHS401	R1	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	C	E	E	
978 1 76059 590 6	BSBWOR404	R2	Develop work priorities			E	
978 1 76059 605 7	BSBWRT401	R1	Write complex documents	E	E	E	E

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BSB Diploma and Advanced Diploma resources

→ BSB50215 Diploma of Business

Qualification requirement: 8 electives

→ BSB50415 Diploma of Business Administration

Qualification requirement: 8 electives

→ BSB51918 Diploma of Leadership and Management

Qualification requirement: 4 core and 8 electives

→ BSB61015 Advanced Diploma of Leadership and Management

Qualification requirement: 4 core and 8 electives

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978 1 76059 302 5	BSBADM502	R1	Manage meetings	E	E	E	
978 1 76059 305 6	BSBADM504	R1	Plan and implement administrative systems	E	E		
978 1 76059 308 7	BSBADM506	R1	Manage business document design and development	E	E		
978 1 76059 338 4	BSBCUS501	R2	Manage quality customer service		E	E	
978 1 76059 344 5	BSBDIV501	R1	Manage diversity in the workplace			E	
978 1 76059 362 9	BSBFIM501	R1	Manage budgets and financial plans			E	
978 1 76059 365 0	BSBFIM502	R2	Manage payroll	E	E		
978 1 76059 368 1	BSBFIM601	R1	Manage finances				C
978 1 76059 371 1	BSBHRM405	R1	Support the recruitment, selection and induction of staff			E	
978 1 76059 374 2	BSBHRM501	R1	Manage human resource services			E	
978 1 76059 377 3	BSBHRM506	R1	Manage recruitment, selection and induction processes	E			
978 1 76059 380 3	BSBHRM512	R1	Develop and manage performance management processes			E	
978 1 76059 383 4	BSBHRM513	R1	Manage workforce planning	E		E	
978 1 76059 386 5	BSBHRM602	R1	Manage human resources strategic planning				E
978 1 76059 407 7	BSBINM501	R1	Manage an information or knowledge management system	E	E	E	
978 1 76059 410 7	BSBINM601	R1	Manage knowledge and information				E
978 1 76059 416 9	BSBINN301	R1	Promote innovation in a team environment		E		
978 1 76059 419 0	BSBINN601	R1	Lead and manage organisational change				C
978 1 76075 123 4	BSBLDR511	R1	Develop and use emotional intelligence			C	
978 1 76059 470 1	BSBLDR502	R1	Lead and manage effective workplace relationships			C	
978 1 76059 479 4	BSBLED501	R1	Develop a workplace learning environment			E	
978 1 76059 488 6	BSBMGT403	R1	Implement continuous improvement	E			
978 1 76059 491 6	BSBMGT502	R1	Manage people performance		E	E	
978 1 76059 494 7	BSBMGT516	R1	Facilitate continuous improvement			E	
978 1 76059 497 8	BSBMGT517	R1	Manage operational plan			C	
978 1 76059 500 5	BSBMGT605	R1	Provide leadership across the organisation				C
978 1 76059 503 6	BSBMGT608	R1	Manage innovation and continuous improvement				E
978 1 76059 506 7	BSBMGT615	R1	Contribute to organisation development				E
978 1 76059 509 8	BSBMGT616	R1	Develop and implement strategic plans				E
978 1 76059 512 8	BSBMGT617	R1	Develop and implement a business plan				C
978 1 76059 521 0	BSBMKG609	R1	Develop a marketing plan				E
978 1 76059 524 1	BSBPMG522	R1	Undertake project work	E	E	E	
978 1 76059 548 7	BSBRISK501	R1	Manage risk	E		E	E
978 1 76059 563 0	BSBSUS501	R1	Develop workplace policy and procedures for sustainability	E	E	E	E
978 1 76059 572 2	BSBWHS401	R1	Implement and monitor WHS policies, procedures and programs to meet legislative requirements			E	

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978 1 76059 575 3	BSBWHS501	R1	Ensure a safe workplace			E	
978 1 76059 593 7	BSBWOR501	R1	Manage personal work priorities and professional development	E	E	E	
978 1 76059 596 8	BSBWOR502	R1	Lead and manage team effectiveness		E	C	
978 1 76075 367 2	BSBWRK520	R1	Manage employee relations			E	
978 1 76075 511 9	BSBXDB501	R1	Support staff members with disability in the workplace – NEW Cross Sector Unit BSB TP V4.0	E			

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