

IBSA e-Learning

IBSA offers a suite of online resources for the Business Services, Financial Services and VET Education sectors.

The e-learning content contains a high standard of currency and compliance, coupled with imagination and flexibility for RTOs looking to leap into the e-learning environment or expand on current online delivery.

Advantages of the IBSA's e-learning platform:

- Interactive
- Branded
- Customisable resources
- Assessments downloaded and uploaded in Word
- Your Business Success videos
- Direct link to printed resources and further RTO resources
- Customer support
- User led, proactive innovations.

The list below outlines all available units.

For further information, please contact IBSA

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e-Learning units available

Training and Assessment (TAA04)

TAAASS401C	Plan and organise assessment
TAAASS402C	Assess competence
TAAASS403B	Develop assessment tools
TAAASS404B	Participate in assessment validation
TAADEL301C	Provide training through instruction and demonstration of work skills
TAADEL401B	Plan and organise group-based delivery
TAADEL402B	Facilitate group-based learning
TAADEL403B	Facilitate individual learning
TAADEL404B	Facilitate work-based learning
TAADES401B	Use Training Packages to meet client needs
TAADES402B	Design and develop learning programs
TAAENV401B	Work effectively in vocational education and training
TAAENV402B	Foster and promote an inclusive learning culture
TAAENV403B	Ensure a healthy and safe learning environment

Training and Education (TAE10)

TAEASS301B	Contribute to assessment
TAEASS401B	Plan assessment activities and processes
TAEASS402B	Assess competence
TAEASS403B	Participate in assessment validation
TAEASS502B	Design and develop assessment tools
TAEDEL301A	Provide work skill instruction
TAEDEL401A	Plan, organise and deliver group-based learning
TAEDEL402A	Plan, organise and facilitate learning in the workplace
TAEDEL403A	Coordinate and facilitate distance-based learning
TAEDEL404A	Mentor in the workplace
TAEDES401A	Design and develop learning programs
TAEDES402A	Use training packages and accredited courses to meet client needs
TAELLN401A	Address adult language, literacy and numeracy skills

Financial Services (FNS04)

FNSACCT401B	Produce business tax requirements
FNSACCT402B	Produce job costing information
FNSACCT407B	Set up and operate a computerised accounting system
FNSACCT501B	Provide financial and business performance information
FNSACCT502B	Prepare income tax return
FNSACCT504B	Prepare financial records for a reporting system
FNSACCT506B	Implement and maintain internal control procedures
FNSACCT507B	Provide management accounting information
FNSICACC301B	Administer accounts payable
FNSICACC304B	Prepare bank receipts
FNSICACC306B	Process journal entries
FNSICGEN301B	Communicate in the workplace
FNSICGEN304B	Apply health and safety practices in the workplace
FNSICGEN305A	Maintain daily financial/business records
FNSICIND401B	Apply principles of professional practice to work in the financial services industry

Business Services (BSB07)

BSBADM307B	Organise schedules
BSBADM311A	Maintain business resources
BSBADM405B	Organise meetings
BSBADM406B	Organise business travel
BSBADM407B	Administer projects
BSBADM502B	Manage meetings
BSBADM504B	Plan or review administrative systems
BSBADM506B	Manage document design and development
BSBADV507A	Develop a media plan
BSBADV511A	Evaluate and recommend advertising media options
BSBADV512A	Develop an advertising strategy and brief
BSBCMM201A	Communicate in the workplace
BSBCMM301A	Process customer complaints
BSBCMM401A	Make a presentation
BSBCMN311B	Maintain workplace safety
BSBCUS201A	Deliver a service to customers

e-Learning units available

Business Services (BSB07)

BSBCUS301A	Deliver and monitor a service to customers
BSBCUS401A	Coordinate implementation of customer service strategies
BSBCUS402A	Address customer needs
BSBCUS403A	Implement customer service standards
BSBCUS501C	Manage quality customer service
BSBDIV301A	Work effectively with diversity
BSBFIA301A	Maintain financial records
BSBFIA302A	Process payroll
BSBFIA303A	Process accounts payable and receivable
BSBFIA304A	Maintain a general ledger
BSBFIA401A	Prepare financial reports
BSBFIA402A	Report on financial activity
BSBFIM501A	Manage budgets and financial plans
BSBFIM502A	Manage payroll
BSBFLM303C	Contribute to effective workplace relationships
BSBHRM401A	Review human resource functions
BSBHRM402A	Recruit, select and induct staff
BSBHRM403A	Support performance management processes
BSBHRM501A	Manage human resources services
BSBHRM503A	Manage performance management systems
BSBHRM504A	Manage workforce planning
BSBHRM505A	Manage remuneration and employee benefits
BSBHRM506A	Manage recruitment, selection and induction processes
BSBIND201A	Work effectively in a business environment
BSBINM201A	Process and maintain workplace information
BSBINM301A	Organise workplace information
BSBINM401A	Implement workplace information system
BSBINN201A	Contribute to workplace innovation
BSBINN301A	Promote innovation in a team environment
BSBINN502A	Build and sustain an innovative work environment
BSBINT401B	Research international business opportunities
BSBITA401A	Design databases
BSBITS401A	Maintain business technology
BSBITU101A	Operate a personal computer
BSBITU102A	Develop keyboard skills
BSBITU201A	Produce simple workplace documents
BSBITU202A	Create and use spreadsheets
BSBITU203A	Communicate electronically
BSBITU301A	Create and use databases
BSBITU302A	Create electronic presentations
BSBITU303A	Design and produce text documents
BSBITU304A	Produce spreadsheets
BSBITU305A	Conduct online transactions
BSBITU306A	Design and produce business documents
BSBITU307A	Develop keyboarding speed and accuracy
BSBITU309A	Produce desktop published documents
BSBITU401A	Design and develop complex text documents
BSBITU402A	Develop and use complex spreadsheets
BSBITU404A	Produce complex desktop published documents
BSBLED401A	Develop teams and individuals
BSBLED502A	Manage programs that promote personal effectiveness
BSBMGT401A	Show leadership in the workplace
BSBMGT402A	Implement operational plan
BSBMGT403A	Implement continuous improvement
BSBMGT502B	Manage people performance

BSBMGT515A	Manage operational plan
BSBMGT516C	Facilitate continuous improvement
BSBMKG401B	Profile the market
BSBMKG402B	Analyse consumer behaviour for specific markets
BSBMKG408B	Conduct market research
BSBMKG412A	Conduct electronic marketing communications
BSBMKG413A	Promote products and services
BSBMKG414A	Undertake marketing activities
BSBMKG501B	Identify and evaluate marketing opportunities
BSBMKG502B	Establish and adjust the marketing mix
BSBMKG507A	Interpret market trends and developments
BSBMKG511A	Analyse data from international markets
BSBMKG512A	Forecast international market and business needs
BSBMKG513A	Promote products and services to international markets
BSBMKG514A	Implement and monitor marketing activities
BSBMKG515A	Conduct a marketing audit
BSBMKG516A	Profile international markets
BSBMKG517A	Analyse consumer behaviour for specific international markets
BSBOHS201A	Participate in OHS process
BSBOHS301B	Apply knowledge of OHS legislation in the workplace
BSBOHS407A	Monitor a safe workplace
BSBOHS509A	Ensure a safe workplace
BSBPMG510A	Manage projects
BSBREL401A	Establish networks
BSBRES401A	Analyse and present research information
BSBRSK401A	Identify and apply risk management processes
BSBRSK501B	Manage risk
BSBSMB301A	Investigate micro business opportunities
BSBSMB401A	Establish legal and risk management requirements of small business
BSBSMB402A	Plan small business finances
BSBSMB403A	Market the small business
BSBSMB404A	Undertake small business planning
BSBSMB405A	Monitor and manage small business operations
BSBSMB406A	Manage small business finances
BSBSMB407A	Manage a small team
BSBSMB409A	Build and maintain relationships with small business stakeholders
BSBSUS201A	Participate in environmentally sustainable work practices
BSBSUS301A	Implement and monitor environmentally sustainable work practices
BSBSUS501A	Develop workplace policy and procedure for sustainability
BSBWOR202A	Organise and complete daily work activities
BSBWOR203A	Work effectively with others
BSBWOR204A	Use business technology
BSBWOR301A	Organise personal work priorities and development
BSBWOR401A	Establish effective workplace relationships
BSBWOR402A	Promote team effectiveness
BSBWOR404A	Develop work priorities
BSBWOR501B	Manage personal work priorities and professional development
BSBWOR502B	Ensure team effectiveness
BSBWRK410A	Implement industrial relations procedures
BSBWRK509A	Manage industrial relations
BSBWRT301A	Write simple documents
BSBWRT401A	Write complex documents