



FINANCIAL ADMINISTRATIVE & PROFESSIONAL  
SERVICES TRAINING COUNCIL  
INCORPORATED

## FAPSTC e- News June 2013

Welcome to FAPSTC e-News. This is a free service provided by the FAPS Training Council to keep our supporters informed about developments and events in the vocational education & training sector, particularly those that impact on the Financial, Administrative and Professional Services industries.

E-news will be distributed and back issues archived on our website [www.fapstc.org.au](http://www.fapstc.org.au)

If you have received our e-newsletter from another source (i.e. not directly from FAPSTC) and would like to subscribe to future editions, please [sign up here](#). If you would like to [unsubscribe](#), [click here](#), or see the link at the bottom of this email.

If you have any comments on the e-news please send them [here](#). We welcome your feedback and suggestions for future editions.



### Training Package Version Guide

| Training Package                          | Version @ 4/6/13 |
|---|------------------|
| CPP07 Property Services Training Package  | Version 13.0     |
| FNS10 Financial Services Training Package | Version 4.0      |
| BSB07 Business Services Training Package  | Version 8.1      |

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## Training Provider's Forum

Training Providers Forum is Western Australia's leading Forum on Training and Workforce Development.



This two day conference and exhibition will provide the latest updates on training and workforce development and showcase examples of innovation and good practice. This is a great professional development and networking opportunity for all training professionals.

Training Providers Forum is aimed at all those involved in the planning, delivery and assessment of vocational education and training (VET) in Western Australia including:

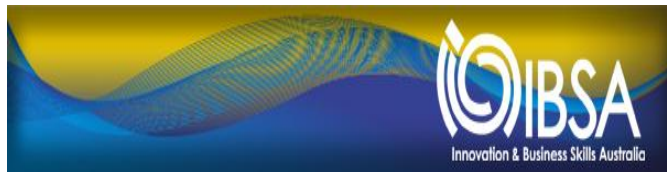
- Managing Directors, CEOs, Principals
- RTO / VET Training Managers
- Policy Managers
- Teachers / Trainers and Assessors
- VET Consultants
- VET in Schools teachers

It is anticipated that approximately 600 delegates will attend, from private and state training providers, industry skills councils, schools, universities and other government departments.

## BSB07 Work Health and Safety Resources

Now Available

IBSA is pleased to announce the release of five Work Health and Safety resources to meet the training and assessment needs of BSB07 training providers.



BSBWHS titles available now include:

- BSBWHS201A Contribute to health and safety of self and others
- BSBWHS302A Apply knowledge of WHS legislation in the workplace
- BSBWHS401A Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- BSBWHS501A Ensure a safe workplace
- BSBWHS605A Develop, implement and maintain WHS management systems.

[Click here to view BSB07 Work Health and Safety products and samples online](#)

IBSA has over 200 entertaining and interactive Workbooks, Facilitator and Assessor Resources to support the BSB07 Business Services and TAE10 Training and Education Training Packages.

## BSB Business Services Leadership and Management Project

Innovation and Business Skills Australia (IBSA) has engaged Ability Associates Australia Pty Ltd to undertake Phase 2 of the leadership and management review. Phase 2 will address current and emerging industry requirement and the recommendations identified and articulated in the Leadership and Management Final Scoping Report, which is [located here](#).

IBSA is seeking feedback from stakeholders and will be undertaking National consultation in May and June 2013. If you are involved in the implementation and delivery of any of the following qualifications it is critical that you contribute to this review:

- BSB40812 Certificate IV in Frontline Management
- BSB51107 Diploma of Management
- BSB60407 Advanced Diploma of Management
- BSB60907 Advanced Diploma of Management (Human Resources)

If you would like to participate in the consultation please contact Denis Trevarthen: [abilityassociates@gmail.com](mailto:abilityassociates@gmail.com) – or Sharaf Goussous: [Sharaf.Goussous@ibsa.org.au](mailto:Sharaf.Goussous@ibsa.org.au).

## BSB07 Business Services Human Resources Qualifications

The revised Certificate IV in Human Resources and the Diploma of Human Resources Management were endorsed by the NSSC on the 28 February 2013. These qualifications are now available on the [TGA website](#).

The Advanced Diploma of Management (HR) was not reviewed as part of this project, but will be included in the review of the leadership and management qualifications 2012-2013 more information about this project can be [found here](#).

## NSSC New Standards for Training Packages

The NSSC has published the new standards on its website - [click here to view the PDF](#).

For the website, [click here](#).

Training Package Development and Endorsement Process Policy - [click here](#).

## Changes to tenancy laws 1 July 2013



**Department of Commerce**

### Information about the Residential Tenancy Act Amendment Act

The Department of Commerce invites Landlords to attend seminars to help them understand the new laws - [RSVP online](#) today.

Click on the following link - There are a number of changes for Lessors and Tenants to be aware of.

- [Notices and forms](#)
- [Using a property manager](#)
- [Tenancy databases](#)

- [Beginning a tenancy](#)
- [Bonds](#)
- [Maintenance and repairs](#)
- [Privacy and security](#)
- [Landlords checklist](#)
- [Ending a tenancy](#)
- [When things go wrong](#)
- [Going to court](#)

Other helpful information

- [Glossary / Common Terms](#)
- [Frequently asked questions](#)
- [Comparison table - comparing current to new laws](#)
- [Renting out your property](#) - a lessor's guide (PDF 1.5 Mb)
- [Landlords eLearning](#) - check your understanding of the new laws

## Project to develop a Certificate IV in Drafting

**REMINDER – FIRST DRAFT FEEDBACK ON DRAFTING UNITS AND QUALIFICATION CLOSES MONDAY 10th JUNE**



### FIRST DRAFT QUALIFICATION AND UNITS ARE NOW AVAILABLE FOR STAKEHOLDER FEEDBACK

The project to develop a new Certificate IV in Drafting commenced in September 2012. This Training Package 'continuous improvement' project has been undertaken to meet the needs of individuals and industry.

The FIRST DRAFT of the qualification and new units of competency are now available on the CPSISC website. The following link will take you directly to the project webpage where you can view and download copies of the first draft qualification and units:

[http://www.cpsisc.com.au/projects/Cross\\_Industry/Certificate\\_IV\\_Drafting\\_Quals](http://www.cpsisc.com.au/projects/Cross_Industry/Certificate_IV_Drafting_Quals)

Your feedback will inform the second draft of this new qualification and units. You are asked to provide your feedback using the unit or qualification feedback form which is also available for download from the project website (above link). All feedback to these first drafts must be submitted by C.O.B. **Monday 10th June 2013**. The method to submit your feedback is described on the webpage.

For further details on this project please contact Tom Vassallo, CPSISC Project Manager – Email: tom.vassallo@cpsisc.com.au – Mobile: 0439 629 558.

## Upcoming RTO Network Meetings

FAPSTC will be holding the following RTO Network Meetings commencing at 9.30am:

Property RTO Network Meeting                      19<sup>th</sup> June 2013

Business RTO Network Meeting  
Pest Control RTO Network Meeting

3<sup>rd</sup> July 2013  
1<sup>st</sup> August 2013

[www.fapstc.org.au](http://www.fapstc.org.au)

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