FACT SHEET
How to find information on VET qualifications and units of competency on training.gov.au

The National Register of VET, training.gov.au (TGA), is the authoritative source for information on nationally recognised training in Australia. It includes information on:
- training packages and accredited courses;
- qualifications, units of competency and skill sets; and
- registered training organisations (RTOs), including:
  - registration details;
  - which qualifications an RTO has approval to deliver (scope);
  - qualification commencement information; and
  - restrictions on a RTO's delivery.

How do I find qualification information?
- Go to the training.gov.au website and select 'National Register of VET'.
- If you know the qualification code, enter this in the 'Nationally recognised training' search box in the 'Quick search' facility. This will take you directly to the 'Qualification details' page.

If you do not know the qualification code or would like to look at all of the qualifications in a training package, enter the industry area name, for example 'business', or training package code, for example 'BSB' into the search box. The 'Nationally recognised training search' page will provide links to related training package, qualification, accredited course, unit of competency and skill set information.
- Select the arrow next to 'Training Packages' then choose the code for the **current** version.
- Scroll down the page until you see the list of available qualifications in the training package. (Note: Available skills sets and units of competency are also listed on this page.)
- Select the qualification code for the **current** qualification to go to its 'Qualification details' page.

NOTE: TGA does not include information on replacement courses for expired accredited courses. Use the 'Training product search' function on the Department of Training and Workforce Development's website to access this information.

The 'Qualification details' page contains:

- information about the qualification's currency, mapping, classification and modification history;
- links to:
  - the companion volume*;
  - training packages that include this qualification; and
  - the qualification's core and elective units of competency;
- a description of the qualification; and
- entry requirements and packaging rules.

How do I find unit of competency information?

- Scroll through the 'Units of Competency' on the 'Qualification details' page until you find the unit you require.
- Select the unit code to go to the 'Unit of competency details' page.

Units of competency		
Code ▲	Title	Essential
BSBCMM201	Communicate in the workplace	Elective
BSBCUS201	Deliver a service to customers	Elective
BSBIND201	Work effectively in a business environment	Elective
BSBINM201	Process and maintain workplace information	Elective
BSBINM202	Handle mail	Elective
BSBINN201	Contribute to workplace innovation	Elective
BSBITU201	Produce simple word processed documents	Elective
BSBITU202	Create and use spreadsheets	Elective
BSBITU203	Communicate electronically	Elective
BSBSMB201	Identify suitability for micro business	Elective

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The 'Unit of competency details' page includes:

- information about the unit's currency, mapping, classification and modification history;
- links to:
  - the companion volume*; and
  - training packages and qualifications that also include the unit;
- application details (purpose) including licensing, legislative and certification requirements;
- the elements of the unit and related performance criteria; and
- foundation skills and assessment requirements.

*Companion volume implementation guides assist trainers, assessors and RTOs to deliver nationally recognised training and meet the training package requirements. They provide information relevant to the training package as well as specific information and advice about its history, structure, key features and application.