

	RPL Assessment Sheet	
	KSA Campus:	
	Student Name:	

Unit Code BSBSMB404	Unit Name Undertake Small Business Planning
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Mandatory Unit Requirements	Evidence Collected				
Elements and Performance Criteria	<i>Certificate Statement of Attainment</i>	<i>Third Party Referral (letter from employer etc)</i>	<i>Portfolio of evidence</i>	<i>Practical Assessment</i>	<i>Evidence Accepted Y/N</i>
1. Identify elements of the business plan 1.1 Identify purpose of the business plan 1.2 Identify and review essential components of the business plan 1.3 Identify and document business goals and objectives as a basis for measuring business performance					
2. Develop a business plan 2.1 Research resources, legal and compliance requirements, specifically in relation to occupational health and safety (OHS), in accordance with business goals and objectives 2.2 Research market needs, and market size and potential 2.3 Identify sources and costs of finance, from financial plan, to provide required liquidity and profitability for the business 2.4 Identify methods, from marketing strategies, to promote market exposure of the business 2.5 Identify methods/means of production/operation from production/operations plan to conform with business goals and objectives 2.6 Identify staffing requirements to effectively produce/deliver products/services					

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2.7 Identify specialist services and sources of advice, where required, and cost in accordance with available resources .					
3. Develop strategies for minimising risks 3.1 Identify specific interests and objectives of relevant people and seek and confirm their support of planned business direction 3.2 Identify and develop risk management strategies according to business goals and objectives, and relevant legal requirements 3.3 Develop a contingency plan to address possible areas of non-conformance with the plan					
Performance evidence					
Evidence of the ability to: <ul style="list-style-type: none"> - Develop a business plan which provides for finance, marketing and provision of products/services to facilitate all business goals and objectives - Identify and plan all work health and safety (WHS) responsibilities - Develop risk management strategies including a contingency plan for non-conformance 					
Knowledge Evidence					
To complete the unit requirements safely and effectively, the individual must: Discuss commonwealth, state/territory and local government legislative requirements and industry codes of practice relating to small business planning					

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Explain methods of evaluation					
Summarise WHS responsibilities and procedures for identifying hazards relevant to the business					
Outline planning processes					
Describe preparation of a business plan					
Identify principles of risk management relevant to business planning					
Explain reasons for, and benefits of, business planning					
Outline setting goals and objectives					
Explain types of business planning – feasibility studies; strategic, operational, financial and marketing planning.					

	RPL Outcome:	
Student signature:	Assessor Name:	Upgrade Required Y/N
Date:	Assessor Signature:	Competent / NYC
		Date: