



Australian Government

Assessment Requirements for BSBSMB306

Plan a home based business

Release: 2

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Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- identify practical requirements of running a home based business, including calculation of costs
- plan suitable workspace, including:
 - preparing concept plan for possible modifications to structure of building
 - obtaining relevant approvals from external sources
 - identifying and meeting required legislative requirements
- implement procedures and protocols to ensure home based business runs smoothly including:
 - creating work schedule
 - identifying and establishing contingency plans for areas of possible conflict.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- list prohibitive factors in setting up a home based business
- list commonwealth, state/territory and local government legislative requirements relating to business operation, especially for work health and safety (WHS) and environmental issues
- outline constraints of home based businesses
- summarise relevant services and available infrastructure.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the Management and Leadership – Small and Micro Business field of work and include access to:

- relevant legislation, regulations, standards and codes
- relevant workplace documentation and resources
- case studies or where possible, real situations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>