



Australian Government

BSBSMB306 Plan a home based business

Release: 2

BSBSMB306 Plan a home based business

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.

Application

This unit describes the skills and knowledge required to assess the viability and create a plan to operate a business in the home environment.

It applies to individuals who are establishing or operating a micro business providing self-employment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Management and Leadership – Small and Micro Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Determine viability of basing a business in a home environment	1.1 Identify activities that will be undertaken by the business and what facilities and workspace are needed 1.2 Identify what licences, permits, regulations or restrictions apply to operating a home based business 1.3 Identify availability of services and infrastructure to support the business 1.4 Calculate costs of suitable fittings and equipment for the business

ELEMENT	PERFORMANCE CRITERIA
	<p>and any modifications required to existing facilities and infrastructure in the home</p> <p>1.5 Determine access requirements of clients or delivery vehicles to the business premises</p> <p>1.6 Identify insurance requirements for operation of the business in the home</p>
2. Plan workplace in a home environment	<p>2.1 Prepare a floor plan or layout that meets needs of the business and home occupants</p> <p>2.2 Prepare any concept plans for modifications to buildings or structures in accordance with local government requirements</p> <p>2.3 Obtain approvals from relevant authorities</p> <p>2.4 Identify work health and safety (WHS) issues and develop procedures to eliminate or minimise any risks</p> <p>2.5 Design workplace to provide appropriate client access and facilities while retaining privacy for home occupants</p> <p>2.6 Allocate adequate and secure space for business machinery, equipment and storage of materials</p>
3. Minimise potential sources of conflict	<p>3.1 Identify possible sources of conflict with neighbours or home occupants</p> <p>3.2 Develop protocols for home occupants, visitors and clients to enable the business to successfully operate in the home environment</p> <p>3.3 Prepare a work schedule that identifies business and personal activities</p> <p>3.4 Establish contingency plans for unanticipated events</p>

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2, 1.3, 1.6, 2.2, 2.4	<ul style="list-style-type: none"> Interprets all legislative and regulatory information pertinent to business requirements
Writing	1.6, 2.1, 2.3, 2.4, 3.2-3.4	<ul style="list-style-type: none"> Uses factual information to complete required forms and workplace documentation

Oral Communication	1.6, 2.3	<ul style="list-style-type: none"> Articulates clearly using specific and relevant language suitable to audience to convey requirements, and listening and questioning techniques to confirm understanding
Numeracy	1.4	<ul style="list-style-type: none"> Analyses numerical information to calculate equipment and infrastructure costs
Navigate the world of work	1.2, 2.2, 2.4, 3.2	<ul style="list-style-type: none"> Appreciates implications of legal and regulatory responsibilities related to own work and recognises specific legal principles and protocols applicable across work context
Interact with others	2.3	<ul style="list-style-type: none"> Selects appropriate form, channel and mode of communication for a specific purpose relevant to own role
Get the work done	1.1, 1.3-1.6, 2.1, 2.5, 2.6, 3.1, 3.3, 3.4	<ul style="list-style-type: none"> Takes responsibility for planning and organising own workload, identifying ways of sequencing work efficiently Takes responsibility for outcomes of decisions related directly to own role Recognises and takes responsibility for addressing and rectifying potential problems in the work place

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBSMB306 Plan a home based business Release 2	BSBSMB306 Plan a home based business Release 1	Minor edits to clarify intent	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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