



Australian Government

Assessment Requirements for BSBSMB304 Determine resource requirements for the micro business

Release: 2

Assessment Requirements for BSBSMB304 Determine resource requirements for the micro 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.

Performance Evidence

Evidence of the ability to:

- determine appropriate resource levels in line with micro business profile and desired profit
- identify, assess and select digital technologies
- select options for resource acquisition suited to the micro business and financial position, including stakeholder needs
- establish relationship with suppliers including negotiating and reviewing supplies to suit profile of micro business
- develop procedures and systems to allow for efficient and effective installation and use of resources, including monitoring and maintenance as required.

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:

- identify legislative requirements relating to micro business operations
- describe the functions of key digital technologies and their benefits and challenges to micro business
- list functions of a range of business equipment and machinery
- outline the micro business profile and structure
- describe procedures and systems for use of and routine maintenance of resources
- summarise types of resources required as per the micro business profile.

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:

- business equipment and resources including maintenance manuals
- business technology including internet access
- relevant workplace documentation and resources including a business profile sample
- case studies or where possible, real situations
- interaction with others.

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>