# Assessment Requirements for BSBSMB306 Plan a home based business

**Release: 1**

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## Modification History

| Release | Comments |
| --- | --- |
| 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
    - following required legislation
- 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 factors to consider in setting up a home based business, including prohibitive factors
- list commonwealth, state/territory and local government legislative requirements relating to business operation, especially for health and safety 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:

- workplace office equipment and resources
- relevant legislation, regulations, standards and codes
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

## Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10