



Australian Government

Assessment Requirements for BSBSMB307 Set up information and communications technology for the micro 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 and select appropriate hardware/software, including:
 - identifying suitable suppliers and support options
 - comparing pricing and payment options
- follow appropriate legislation including work health and safety (WHS) and environmental considerations
- install hardware and software products
- troubleshoot and resolve any malfunctions in technology.

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:

- summarise basic computer vocabulary required to identify problem areas for support
- outline WHS procedures for using electronic equipment
- identify current and relevant software packages for work requirements.

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:

- 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 volumes available from the IBSA website:

http://www.ibsa.org.au/companion_volumes - http://www.ibsa.org.au/companion_volumes