



**Australian Government**

# **Assessment Requirements for BSBSMB307 Set up information and communications technology for the micro business**

**Release: 2**

## Assessment Requirements for BSBSMB307 Set up information and communications technology 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:

- identify and select appropriate hardware and 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 work health and safety (WHS) procedures for using electronic equipment
- identify current and relevant software packages for business 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:

- business technology
- 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>