



Australian Government

Assessment Requirements for BSBSMB418 Manage compliance for small business

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 2.0.

Performance Evidence

Evidence of the ability to:

- analyse small business operations to identify compliance requirements and the implications of these for the business
- develop compliance strategies in accordance with regulatory and legislative requirements
- communicate compliance requirements to relevant others
- develop and implement a schedule to carry out regular compliance checks
- record outcomes of compliance checks according to business requirements
- take action to address instances of non-compliance
- analyse outcomes of compliance checks and identify improvements.

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:

- outline Australian and international standards, legislation, regulations, industry and organisational codes of practice specific to the small business
- identify external professional, industry based and government sources of advice and expertise
- outline compliance management strategies
- describe methods for carrying out compliance checks.

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:

- relevant Australian and international standards, laws, regulations, industry and organisational codes and standards
- appropriate computer resources for online searching
- 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>