



Australian Government

Assessment Requirements for BSBESB405 Manage compliance for small businesses

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop, implement, and monitor the effectiveness of strategies for managing at least three different compliance requirements for a small business.

In the course of the above, the candidate must:

- analyse small business operations to identify compliance requirements and their implications for the business
- develop compliance strategies that address regulatory and legislative requirements.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- Australian and international standards, legislation, regulations, industry and organisational codes of practice specific to small business described in performance evidence
- external professional, industry based and government sources of advice and expertise
- key features of compliance management strategies relevant to small business
- methods for carrying out compliance checks and developing compliance strategies
- key components of compliance management frameworks
- workplace procedures for
 - accessing external expertise and advice
 - validating compliance management framework
 - allocating responsibilities for compliance functions within business
 - recording timing and outcomes of compliance checks.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- Australian and international standards, laws, regulations, industry and organisational codes and standards relating to business described in performance evidence
- business technology
- workplace documentation and resources relevant to performance evidence.

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 Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>