



Australian Government

Assessment Requirements for BSBSMB302 Develop a micro business proposal

Release: 2

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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:

- analyse information from a range of sources to evaluate a business opportunity, including:
 - consideration of personal and family commitments
 - digital technologies including e-commerce
 - risk identification and assessment
 - personal skills and attributes analysis against required skills
 - financial returns
- document and communicate the business idea, and products and services to stakeholders including:
 - customising information for each stakeholder.

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 relevant government legislative requirements relating to micro business operations
- explain how to manage income and expenditure costing for a micro business
- discuss regulations and codes of practice relevant to micro business operation
- outline principles of risk assessment relevant to the business opportunity

- describe at least three different business proposal formats or methods of presentation.

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 including internet access
- relevant legislation, regulations, standards and codes
- relevant workplace documentation and resources
- case studies, or where possible, real situations
- interaction with others.

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>