



Australian Government

BSBSMB304 Determine resource requirements for the micro business

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 2	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to select options for resource acquisition, develop procedures and systems for efficient installation, and use and maintain resources.

It applies to individuals who are establishing or operating a micro business providing self-employment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Management and Leadership – Small and Micro Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify resources needed in the business	1.1 Use the business profile to determine types of resources that may be required 1.2 Gather information regarding resource requirements from appropriate sources 1.3 Investigate digital technology options, benefits and challenges

ELEMENT	PERFORMANCE CRITERIA
	1.4 Determine resource quantities in accordance with business activity levels and financial position
2. Select appropriate sources for resources required in the business	2.1 Investigate different options for acquiring resources needed in the business in terms of business profile and stakeholder needs 2.2 Determine reliability, risks and costs associated with these options in line with business projections 2.3 Determine ease of access to sources of service and support 2.4 Select suitable options as investigated 2.5 Establish relationships with suppliers and other key people
3. Prepare for use of resources in the business	3.1 Design procedures and systems to allow effective and efficient introduction, use and maintenance of resources 3.2 Negotiate and review arrangements for supply of resources to ensure the business profile is met 3.3 Design procedures for monitoring use of resources 3.4 Develop procedures for maintenance, support, repair and replacement of business machinery, equipment and software

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 2.1, 2.2, 3.1	Gathers, interprets and analyses textual and numerical information from a range of sources and identifies relevant and key information
Writing	1.1, 1.3, 2.5, 3.1-3.4	Uses factual information and industry related terminology to complete simple instructional documentation
Oral Communication	2.1, 2.5, 3.2	Uses relevant language suitable to audience to convey requirements, and listening and questioning techniques to confirm understanding
Numeracy	1.3, 2.2, 3.1	Analyses numerical information to calculate resource and equipment expenditure
Interact with	2.5	Uses a range of communication strategies to establish

others		a connection with others
Get the work done	1.1-1.3, 2.1-2.4, 3.1, 3.4	• Uses a range of digitally based technology and applications to access and filter data, and then extract, organise, integrate and share relevant information in increasingly effective ways • Invests some time in looking for new ideas and opportunities, selecting appropriate options as required • Considers effectiveness of a solution in terms of how well it meets business goals • Takes responsibility for planning and organising own and others workload, identifying ways of sequencing and combining elements for greater efficiency

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBSMB304 Determine resource requirements for the micro business Release 2	BSBSMB304 Determine resource requirements for the micro business Release 1	Minor edits to clarify intent of unit	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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