



Australian Government

BSBSMB412 Introduce cloud computing into business operations

Release: 2

BSBSMB412 Introduce cloud computing into business operations

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 Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to understand the fundamentals of internet computing and cloud services. It involves undertaking a basic review of business computing needs and identifying options for introducing cloud computing services into a small business or work area in an organisation.

It applies to individuals who use problem-solving skills and take responsibility for adopting and promoting approaches to improve business operations.

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. Review computing needs in the business	1.1 Review current computing resources and use, and document according to business requirements 1.2 Identify and discuss future computing needs and potential improvements to business operations with relevant people 1.3 Collate information collected in review, and summarise

ELEMENT	PERFORMANCE CRITERIA
	business computing needs
2. Investigate cloud computing services to meet business needs	2.1 Research fundamentals of cloud computing, types of services offered, and their costs 2.2 Seek assistance from specialist advisors as required, to determine relevant cloud computing services 2.3 Undertake basic cost-benefit analysis for introducing cloud computing 2.4 Identify potential opportunities and risks associated with introducing cloud computing 2.5 Prepare a business case for implementing cloud computing services or other required changes, and seek approval where required
3. Develop a plan to introduce cloud computing	3.1 Prioritise introduction of cloud computing, including short-term and longer-term goals 3.2 Prepare a budget catering for short and long-term priorities, following business format and requirements 3.3 Independently or through services of a specialist advisor, outline steps and activities required to introduce cloud computing into the business
4. Support implementation of the plan	4.1 Communicate and promote key features of the plan to others 4.2 Organise training and coaching to maximise cloud computing potential 4.3 Encourage and support individuals and work groups to become more efficient using cloud computing

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
Learning	4.2	Actively reinforces workplace learning by encouraging personnel to expand their computing knowledge
Reading	1.1, 2.1	Organises, evaluates and critiques information from a wide variety of textual material

Writing	1.1, 1.3, 2.5, 3.2, 3.3, 4.1	Develops material for a specific audience using clear language and workplace conventions to convey explicit information, requirements and recommendations
Numeracy	2.1, 2.3, 3.2	Analyses numerical information to plan business budgets and analyse and compare IT data
Oral communication	1.2, 2.5, 4.1	- Uses appropriate, detailed and clear language to address key personnel and disseminate information - Uses listening and questioning skills to confirm understanding of requirements
Navigate the world of work	1.1, 1.3, 3.2	- Appreciates implications of legal and regulatory responsibilities related to own work - Adheres to organisational policies and procedures and considers own role for its contribution to broader workplace goals
Interact with others	1.2, 2.2, 3.3, 4.3	- Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction, influencing direction and taking a leadership role on occasion - May seek expert guidance of others in specific areas
Get the work done	1.2, 1.3, 2.1, 2.2, 2.4, 2.5, 3.1	- Applies formal processes when planning more complex/unfamiliar tasks and producing plans with logically sequenced steps - Applies problem-solving processes when tackling an unfamiliar problem, breaking complex issues into manageable parts and identifying and evaluating several options for action - Uses both formal and informal processes to monitor implementation of solutions and reflect on outcomes for future improvements - Reflects on ways digital systems and tools are used, or could be used, to achieve work goals, and begins to recognise strategic and operational applications

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBSMB412 Introduce cloud computing into business operations	BSBSMB412 Introduce cloud computing into business operations	Updated to clarify intent	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
Release 2	Release 1		

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for BSBSMB412 Introduce cloud computing into business operations

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Performance Evidence

Evidence of the ability to:

- review and analyse business computing use and needs, including equipment and software requirements
- collect and analyse information about cloud computing including:
 - seeking assistance from specialist advisor as required
 - performing cost-benefit analysis
 - identifying potential risks
- make the business case to introduce cloud computing
- prepare a plan and support others to implement cloud computing.

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:

- explain fundamentals of cloud computing, including key terms and concepts
- outline sources of information about cloud computing for micro or small business, and options specific to the business
- describe how to undertake a cost-benefit analysis and prepare a budget
- summarise business protocols for using services of specialist advisors.

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 equipment and resources
- business technology
- 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

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