



**Australian Government**

# **BSBSMB418 Manage compliance for small business**

**Release: 1**

## BSBSMB418 Manage compliance for small business

### Modification History

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

### Application

This unit describes the skills and knowledge required to develop strategies for managing compliance obligations for small business.

It applies to individuals who operate a small business and require a broad knowledge of regulatory and legislative requirements and who use this knowledge to develop compliance strategies.

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. Determine compliance obligations              | 1.1 Conduct a search of information on internal and external compliance requirements using appropriate search resources, including relevant Australian and international standards<br>1.2 Access codes of practice and material that interprets and explains obligations and legislative requirements<br>1.3 Review information for relevance to own small business operations, products and services<br>1.4 Identify business-specific compliance requirements, and risks and consequences of possible breaches |
| 2. Develop strategies to manage compliance       | 2.1 Design the proposed components of the planned compliance management framework, prioritising areas where breaches have                                                                                                                                                                                                                                                                                                                                                                                        |

| ELEMENT                                                   | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| requirements                                              | critical implications for the business<br>2.2 Seek and utilise external expertise or sources of advice<br>2.3 Allocate responsibilities for compliance functions<br>2.4 Access resources to implement the compliance strategies                                                                                                                                                                           |
| 3. Implement and monitor compliance management strategies | 3.1 Decide on the interval between regular, cyclical compliance checks<br>3.2 Communicate compliance requirements to relevant others<br>3.3 Record timing and outcomes of compliance checks according to business requirements<br>3.4 Identify instances of non-compliance from compliance checks<br>3.5 Take action to address non-compliances<br>3.6 Check non-compliances have been resolved           |
| 4. Identify areas for improvement in compliance           | 4.1 Review the outcomes of compliance checks and identify any operational problems<br>4.2 Analyse any non-compliance to determine modifications required<br>4.3 Access and analyse documentation relating to changes in compliance requirements<br>4.4 Modify compliance management strategies based on information analysed<br>4.5 Communicate any changes in compliance requirements to relevant others |

## 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 | 1.1-1.4, 2.2, 4.1-4.3  | <ul style="list-style-type: none"> <li>Identifies, analyses and evaluates complex textual information to determine legislative and regulatory requirements, trends and outcomes</li> </ul> |
| Writing | 2.1-2.3, 3.2, 4.4, 4.5 | <ul style="list-style-type: none"> <li>Researches, plans and prepares documentation using format and language appropriate to context,</li> </ul>                                           |

|                            |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            |                                    | organisational requirements and audience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Oral Communication         | 2.2, 2.3, 3.2, 4.5                 | <ul style="list-style-type: none"> <li>• Presents information and seeks advice using language appropriate to audience</li> <li>• Participates in discussions using listening and questioning to elicit advice and to clarify or confirm understanding</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                    |
| Numeracy                   | 3.1, 3.3                           | <ul style="list-style-type: none"> <li>• Calculates numerical information relating to time</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Navigate the world of work | 1.1-1.4, 3.3                       | <ul style="list-style-type: none"> <li>• Develops, monitors and modifies organisational policies and procedures in accordance with legislative requirements and organisation goals</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Interact with others       | 2.2, 2.3, 3.2, 4.5                 | <ul style="list-style-type: none"> <li>• Selects and uses appropriate conventions and protocols when communicating to seek or share information</li> <li>• Plays a lead role in communicating compliance requirements to relevant others</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                 |
| Get the work done          | 1.1-1.4, 2.1-2.4, 3.1-3.6, 4.1-4.5 | <ul style="list-style-type: none"> <li>• Plans, organises and implements work activities of self and others that ensure compliance with organisational policies and procedures, and legislative requirements</li> <li>• Sequences and schedules complex activities, monitors implementation, and manages relevant communication</li> <li>• Uses systematic, analytical processes in relatively complex situations, setting goals, gathering relevant information, and identifying and evaluating options against agreed criteria</li> <li>• Evaluates outcomes of compliance checks to identify issues and opportunities for improvement</li> </ul> |

## Unit Mapping Information

| Code and title<br>current version              | Code and title<br>previous version | Comments | Equivalence status |
|------------------------------------------------|------------------------------------|----------|--------------------|
| BSBSMB418 Manage compliance for small business | Not applicable                     | New unit | No equivalent unit |

## 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 BSBSMB418 Manage compliance for small business

## Modification History

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## 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.

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