



Australian Government

Assessment Requirements for ICTSMB401 Set up and operate a contractor business

Release: 1

Assessment Requirements for ICTSMB401 Set up and operate a contractor business

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 2.0.

Performance Evidence

Evidence of the ability to:

- produce a business plan and set up a business
- define and meet client needs
- perform simple financial management tasks including maintaining simple financial records, and completing business activity statement (BAS), fringe benefits tax (FBT) and insurance documentation
- quote for installation jobs that cover all aspects of costing.

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:

- specify business registration and licensing requirements
- identify and describe Commonwealth, state, territory and local government legislative requirements relating to business operations including:
 - anti-discrimination
 - environmental issues
 - equal employment opportunity
 - industrial relations
 - work health and safety (WHS)
 - taxation requirements
- analyse costs associated with running a business
- identify the current tax rates
- identify relevant industry codes of practice and evaluate their impact on the business
- identify relevant industry standards in relation to:

- materials and labour costs
- rates of pay
- identify common business liabilities
- evaluate several sources of advice and specialist services
- identify sources of information about regulatory, taxation and insurance requirements and issues.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the telecommunications – small and micro business field of work and include access to:

- Australian Taxation Office guides
- industry standards labour rates
- general office bookkeeping procedures
- client service guides
- material suppliers
- financial management record keeping software.

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=a53af4e4-b400-484e-b778-71c9e9d6aff2>