



Australian Government

Assessment Requirements for ICTSMB402 Operate a contractor business with employees

Release: 1

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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:

- recruit employees and document roles
- maintain payroll management records
- allocate work and supervise employees
- identify business growth opportunities
- develop promotional materials
- identify business compliance requirements
- develop compliance processes
- monitor compliance

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:

- interpret Commonwealth, state, territory and local government legislative requirements relating to contract business operation, including those relating to:
 - anti-discrimination
 - the environment
 - equal employment opportunity
 - industrial relations
 - work health and safety (WHS)
- outline and evaluate the common methods of marketing relevant to a contractor business
- identify and interpret compliance requirements within the limits of an installation service business
- identify sources of advice and specialist services.

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:

- resources and references, including Australian Taxation Office guides, human resource texts, recruitment guides and compliance legislation codes and practices
- performance management tools
- 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>