

# BSBSMB401 Matrix Map

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## ELEMENTS AND PERFORMANCE CRITERIA

Element	Performance Criteria	Task / Question Map
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>	
1. Identify and implement business legal requirements	1.1 Identify and research possible options for the business legal structure using appropriate sources	Researching Business Legal Structures: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9
	1.2 Determine legislation and regulatory requirements affecting operations of the business under its chosen structure	Complying with Regulatory requirements of business structures: Q1 Q2 Q3 Q4 Complying with WHS Responsibilities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Research Legal Requirements for Your State: Q1 Q2 Q3
	1.3 Develop and implement procedures to ensure full compliance with relevant legislation and regulatory requirements	Creating a Safe Work Method Statement: Q1 Create an Environmental Management Plan: Q1
2. Comply with legislation, codes and regulatory requirements	2.1 Establish systems to ensure legal rights and responsibilities of the business are identified and the business is adequately protected, specifically in relation to work health and safety (WHS), business registration and environmental requirements	Complying with WHS Responsibilities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Creating a Safe Work Method Statement: Q1 Complying with Environmental Responsibilities: Q1 Q2 Q3 Q4 Q5 Create an Environmental Management Plan: Q1 Maintaining legal documents: Q1 Q2
	2.2 Identify taxation principles and requirements relevant to the business, and follow procedures to ensure compliance	Identifying Taxation Requirements: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Employer obligations to employees: Q2

	2.3 Identify and carefully maintain legal documents and maintain and update relevant records to ensure their ongoing security and accessibility	Creating a Safe Work Method Statement: Q1 Obtaining an ABN: Q1 Maintaining legal documents: Q1 Q2 Registering a Business Name: Q1 Correcting non-compliance with business responsibilities: Q1 Q2 Q3 Q4
	2.4 Monitor provision of products and services of the business to protect legal rights and to comply with legal responsibilities	Protecting your legal rights: Q1 Q2 Q3 Q4 Q5 Q6
	2.5 Conduct investigations to identify areas of noncompliance with legal and regulatory requirements, and take corrective action where necessary	Correcting non-compliance with business responsibilities: Q1 Q2 Q3 Q4 Research Legal Requirements for Your State: Q1 Q2 Q3 Q4
3. Negotiate and arrange contracts	3.1 Seek legal advice on contractual rights and obligations, if required, to clarify business liabilities	Seeking legal advice on contracts: Q1 Q2
	3.2 Investigate and assess potential products and services to determine procurement rights and ensure protection of business interests where applicable	Tendering for contracts: Q1 Q2 Negotiating a Contract: Q1 Q2 Q3
	3.3 Negotiate and secure contractual procurement rights for goods and services including contracts with relevant people, as required, in accordance with the business plan	Tendering for contracts: Q1 Q2 Negotiating a Contract: Q1 Q2 Q3
	3.4 Identify options for leasing or ownership of business premises and complete contractual arrangements in accordance with the business plan	Leasing and owning property: Q1 Q2
4. Identify and treat business risks	4.1 identify potential internal and external risks to the business	Identifying Insurance requirements: Q1 Q2

	<i>4.2 assess the probability and impact of identified risks</i>	<i>Creating a Safe Work Method Statement: Q1 Identifying Insurance requirements: Q1 Q2 Research Legal Requirements for Your State: Q4</i>
	<i>4.3 prioritise risks for treatment</i>	<i>Identifying Insurance requirements: Q1 Q2</i>
	<i>4.4 develop actions to mitigate risks including identifying insurance requirements and adequate cover</i>	<i>Getting insured: Q1 Research Legal Requirements for Your State: Q4 Worker's Compensation: Q1</i>

## PERFORMANCE EVIDENCE

Performance Evidence	Task / Question Map
Evidence of the ability to:	
- demonstrate a systematic approach to identifying, managing and meeting legal and regulatory requirements, specifically in regard to WHS, business registration and environmental requirements	Researching Business Legal Structures: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Complying with Regulatory requirements of business structures: Q1 Q2 Q3 Q4 Creating a Safe Work Method Statement: Q1 Create an Environmental Management Plan: Q1 Obtaining an ABN: Q1
- ensure compliance, by:	
- following taxation and industrial relations principles	Complying with Regulatory requirements of business structures: Q1 Identifying Taxation Requirements: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Employer obligations to employees: Q2
- updating and maintaining legal documents	Obtaining an ABN: Q1 Maintaining legal documents: Q1 Q2 Registering a Business Name: Q1
- investigating areas of non-compliance	Correcting non-compliance with business responsibilities: Q1 Q2 Q3 Q4
- monitoring provision of products and services	Protecting your legal rights: Q1 Q2 Q3 Q4 Q5 Q6
- taking corrective action where necessary	Research Legal Requirements for Your State: Q4
- negotiate and arrange contracts, including:	
- seeking legal advice	Seeking legal advice on contracts: Q1 Q2
- investigating procurement rights	Tendering for contracts: Q1 Q2 Negotiating a Contract: Q1 Q2 Q3
- identifying options of leasing or ownership of business premises.	Leasing and owning property: Q1 Q2
- Identify, assess and treat risks specific to the business including	Identifying Insurance requirements: Q1 Q2 Getting insured: Q1 Research Legal Requirements for Your State: Q1
- prioritising risks with highest probability of occurrence and greatest negative impact on the business	Identifying Insurance requirements: Q1 Q2 Getting insured: Q1

<p>- <i>identifying insurance requirements</i></p>	<p><i>Identifying Insurance requirements: Q1 Q2</i> <i>Getting insured: Q1</i> <i>Research Legal Requirements for Your State: Q1</i> <i>Worker's Compensation: Q1</i></p>
<p>Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.</p>	

## KNOWLEDGE EVIDENCE

Knowledge Evidence	Task / Question Map
To complete the unit requirements safely and effectively, the individual must:	
- <i>outline business registration and licensing requirements</i>	<i>Obtaining an ABN: Q1</i>
- <i>identify all government legislative requirements relating to the specific business operation</i>	<i>Researching Business Legal Structures: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Complying with Regulatory requirements of business structures: Q1 Q2 Q3 Q4 Complying with WHS Responsibilities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Creating a Safe Work Method Statement: Q1 Complying with Environmental Responsibilities: Q1 Q2 Q3 Q4 Q5 Identifying Taxation Requirements: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Obtaining an ABN: Q1 Maintaining legal documents: Q1 Q2 Registering a Business Name: Q1 Research Legal Requirements for Your State: Q1 Q2 Q3</i>
- <i>explain creation and termination of relevant legal contracts</i>	<i>Tendering for contracts: Q1 Q2 Negotiating a Contract: Q1 Q2 Q3</i>
- <i>summarise relevant cultural differences and legal implications</i>	<i>Protecting your legal rights: Q1 Q2 Q3 Q4 Q5 Q6</i>
- <i>describe legal rights and obligations of alternative ownership structures</i>	<i>Researching Business Legal Structures: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Complying with Regulatory requirements of business structures: Q1 Q2 Q3 Q4</i>
- <i>outline necessary record keeping to meet minimum legal and taxation requirements</i>	<i>Identifying Taxation Requirements: Q2 Q3 Q4 Q5 Q6 Q7 Q8 Obtaining an ABN: Q1 Maintaining legal documents: Q1 Q2 Registering a Business Name: Q1</i>
- <i>summarise relevant consumer legislation and industry codes of practice</i>	<i>Tendering for contracts: Q1 Q2 Negotiating a Contract: Q1 Q2 Q3</i>
- <i>outline the key steps in the risk management process</i>	<i>Creating a Safe Work Method Statement: Q1 Protecting your legal rights: Q1 Q2 Q3 Q4 Q5 Q6 Identifying Insurance requirements: Q1</i>

<p>- explain relevant insurance requirements and products.</p>	<p>Identifying Insurance requirements: Q1 Q2 Getting insured: Q1 Research Legal Requirements for Your State: Q1 Worker's Compensation: Q1</p>
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## FOUNDATION SKILLS

Foundation Skills	Task / Question Map
<i>Description</i>	
<i>Identifies, analyses and evaluates a range of complex text to determine legislative, regulatory and related business requirements</i>	<i>Researching Business Legal Structures: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9</i> <i>Creating a Safe Work Method Statement: Q1</i> <i>Obtaining an ABN: Q1</i> <i>Research Legal Requirements for Your State: Q1 Q2 Q3</i>
<i>Prepares written reports and workplace documentation that communicate complex information clearly and effectively</i>	<i>Creating a Safe Work Method Statement: Q1</i> <i>Create an Environmental Management Plan: Q1</i>
<i>Uses specific and relevant language to clearly articulate legal issues, and uses questioning and listening techniques to clarify solutions</i>	<i>Research Legal Requirements for Your State: Q1 Q2 Q3 Q4</i> <i>Employer obligations to employees: Q2</i>
<i>Participates in verbal negotiations using tone and language suitable to audience</i>	<i>Research Legal Requirements for Your State: Q4</i> <i>Employer obligations to employees: Q1</i>
<i>Reviews, analyses, compares and contrasts numerical data which may be embedded in documents</i>	<i>Getting insured: Q1</i>
<i>Calculates business insurance costs and compares costing options</i>	<i>Getting insured: Q1</i>
<i>Monitors adherence to organisational policies and legislative responsibilities and considers own role in terms of its contribution to broader goals of work environment</i>	<i>Complying with WHS Responsibilities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8</i> <i>Creating a Safe Work Method Statement: Q1</i> <i>Create an Environmental Management Plan: Q1</i> <i>Getting insured: Q1</i> <i>Research Legal Requirements for Your State: Q1 Q2 Q3</i>
<i>Plays a lead role in situations requiring effective collaboration, demonstrating high-level influencing skills, focusing and shaping awareness, and engaging and motivating others</i>	<i>Research Legal Requirements for Your State: Q1 Q2 Q3</i> <i>Employer obligations to employees: Q1 Q2</i>
<i>Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency</i>	<i>Getting insured: Q1</i> <i>Research Legal Requirements for Your State: Q1 Q2 Q3</i> <i>Worker's Compensation: Q1</i>
<i>Implements actions as per plan, making adjustments if necessary and addressing unexpected issues</i>	<i>Research Legal Requirements for Your State: Q4</i>
<i>Understands importance of secure information and privacy in relation to own work and takes personal responsibility for identifying and managing risk factors</i>	<i>Getting insured: Q1</i>



Makes a range of critical and non-critical decisions in complex situations, taking a range of constraints into account

Create an Environmental Management Plan: Q1  
Research Legal Requirements for Your State: Q1 Q2 Q3

## ASSESSMENT CONDITIONS

Assessment Conditions	Task / Question Map
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:	
- office equipment and resources	
- business technology including internet access	Complying with Regulatory requirements of business structures: Q1 Q2 Q3 Q4 Obtaining an ABN: Q1 Getting insured: Q1
- specialist software for analysis of data	
- relevant legislation, regulations, standards and codes	Researching Business Legal Structures: Q3 Q4 Q5 Q6 Q7 Q8 Q9 Complying with Regulatory requirements of business structures: Q1 Q2 Q3 Q4 Complying with WHS Responsibilities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Complying with Environmental Responsibilities: Q1 Q2 Q3 Q4 Q5 Research Legal Requirements for Your State: Q1 Q2 Q3 Worker's Compensation: Q1
- relevant workplace documentation and resources	Creating a Safe Work Method Statement: Q1 Create an Environmental Management Plan: Q1 Maintaining legal documents: Q1 Q2 Registering a Business Name: Q1
- case studies, or where possible, real situations	Complying with Regulatory requirements of business structures: Q1 Q2 Q3 Q4 Creating a Safe Work Method Statement: Q1 Create an Environmental Management Plan: Q1 Obtaining an ABN: Q1 Protecting your legal rights: Q2 Getting insured: Q1 Research Legal Requirements for Your State: Q1 Q2 Q3 Worker's Compensation: Q1 Employer obligations to employees: Q1 Q2

<p>- <i>interaction with others.</i></p>	<p><i>Research Legal Requirements for Your State: Q4</i> <i>Employer obligations to employees: Q1 Q2</i></p>
<p><i>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</i></p>	