

# BSBSMB401A Matrix Map

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## ELEMENTS AND PERFORMANCE CRITERIA

Element	Performance Criteria	Task / Question Map
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 Workplace Task:
	1.2. Determine legislation and regulatory requirements affecting the operations of the business under its chosen structure	Researching Business Legal Structures: Q1 Q2 Q3 Q4 Q5 Q6 Q9 Complying with Regulatory requirements of business structures: Q1 Q2 Q3 Q4 Complying with WHS Responsibilities: Q8 Complying with Business Registration Responsibilities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Registering a Business Name: Q1 Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state
	1.3. Develop and implement procedures to ensure full compliance with relevant legislation and regulatory requirements	Complying with Environmental Responsibilities: Q1 Q2 Q3 Q4 Correcting non-compliance with business responsibilities: Q1 Workplace Task:
2. Comply with legislation, codes and regulatory requirements	2.1. Establish systems to ensure the legal rights and responsibilities of the business are identified and the business is adequately protected, specifically in relation to occupational health and safety (OHS), business registration and environmental requirements	Complying with WHS Responsibilities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Creating a Safe Work Method Statement: Q1 Complying with Environmental Responsibilities: Q1 Q2 Q3 Q4 Create an Environmental Management Plan: Q1 Complying with Business Registration Responsibilities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Protecting your legal rights: Q1 Q2 Q3 Q4 Q5 Q6 Workplace Task: creating an OHS Management plan

	2.2. Identify taxation principles and requirements relative to the business and follow procedures to ensure compliance	Complying with Regulatory requirements of business structures: Q2 Q3 Q4 Identifying Taxation Requirements: Q1 Q2 Q3 Q4 Q5 Q6 Correcting non-compliance with business responsibilities: Q1 Q2 Q3 Q4 Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state
	2.3. Identify and carefully maintain legal documents and maintain and update relevant records to ensure their ongoing security and accessibility	Obtaining an ABN: Q1 Registering a Business Name: Q1 Correcting non-compliance with business responsibilities: Q1 Q2 Q3 Q4 Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state
	2.4. Monitor the 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 Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state
	2.5. Conduct investigations to identify areas of non-compliance with legal and regulatory requirements and take corrective action where necessary	Correcting non-compliance with business responsibilities: Q1 Q2 Q3 Q4 Workplace Task: creating an OHS Management plan
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 Workplace Task:
	3.2. Investigate and assess potential products/services to determine procurement rights and to ensure protection of business interests where applicable	Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state
	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 Practical: Research Legal Requirements for Your State: Q2 Workplace Task: creating an OHS Management plan

	<p>3.4. Identify insurance requirements and acquire adequate cover</p>	<p>Identifying Insurance requirements: Q1 Q2 Getting insured: Q1 Practical: Research Legal Requirements for Your State: Q1 Workplace Task: creating an OHS Management plan</p>
	<p>3.5. Identify options for leasing/ownership of business premises and complete contractual arrangements in accordance with the business plan</p>	<p>Leasing and owning property: Q1 Q2 Workplace Task: creating an OHS Management plan</p>

## REQUIRED SKILLS

Required Skill	Task / Question Map
<i>communication, reporting, record keeping and consultation skills to operate the business</i>	<i>Researching Business Legal Structures: Q7</i> <i>Complying with Regulatory requirements of business structures: Q1 Q2 Q3 Q4</i> <i>Create an Environmental Management Plan: Q1</i> <i>Registering a Business Name: Q1</i> <i>Tendering for contracts: Q1 Q2</i> <i>Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state</i>
<i>literacy skills to interpret legal requirements, to develop policies and procedures and to analyse compliance information</i>	<i>Researching Business Legal Structures: Q1 Q2 Q3 Q4 Q5 Q6</i> <i>Complying with Regulatory requirements of business structures: Q1 Q2 Q3 Q4</i> <i>Create an Environmental Management Plan: Q1</i> <i>Complying with Business Registration Responsibilities: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i> <i>Protecting your legal rights: Q1 Q2 Q3 Q4 Q5 Q6</i> <i>Workplace Task: creating an OHS Management plan</i>
<i>research skills to investigate legal structures, and taxation and insurance requirements</i>	<i>Researching Business Legal Structures: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i> <i>Complying with Regulatory requirements of business structures: Q1 Q2 Q3 Q4</i> <i>Identifying Taxation Requirements: Q1 Q2 Q3 Q4 Q5 Q6</i> <i>Correcting non-compliance with business responsibilities: Q3 Q4</i> <i>Workplace Task:</i>
<i>time management skills to prioritise tasks and to meet key dates.</i>	<i>Tendering for contracts: Q2</i> <i>Negotiating a Contract: Q1 Q2 Q3</i>

## REQUIRED KNOWLEDGE

Required Knowledge	Task / Question Map
<i>business registration and licensing requirements</i>	<p><i>Complying with Business Registration Responsibilities: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i></p> <p><i>Obtaining an ABN: Q1</i></p> <p><i>Registering a Business Name: Q1</i></p> <p><i>Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state</i></p>
<i>commonwealth, state/territory and local government legislative requirements relating to business operation, especially in regard to OHS and environmental issues, equal employment opportunity, industrial relations, anti-discrimination, taxation</i>	<p><i>Researching Business Legal Structures: Q9</i></p> <p><i>Complying with WHS Responsibilities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8</i></p> <p><i>Complying with Environmental Responsibilities: Q1 Q2 Q3 Q4</i></p> <p><i>Create an Environmental Management Plan: Q1</i></p> <p><i>Complying with Business Registration Responsibilities: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i></p> <p><i>Identifying Taxation Requirements: Q1 Q2 Q3 Q4 Q5 Q6</i></p> <p><i>Protecting your legal rights: Q1</i></p> <p><i>Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state</i></p>
<i>creation and termination of relevant legal contracts</i>	<p><i>Seeking legal advice on contracts: Q1 Q2</i></p> <p><i>Tendering for contracts: Q1 Q2</i></p> <p><i>Leasing and owning property: Q1 Q2</i></p> <p><i>Practical: Research Legal Requirements for Your State: Q2</i></p> <p><i>Workplace Task: creating an OHS Management plan</i></p>
<i>cultural differences and legal implications</i>	<i>Complying with Environmental Responsibilities: Q5</i>
<i>duty of care imposed by Law of Torts</i>	<i>Complying with WHS Responsibilities: Q8</i>
<i>legal rights and obligations of alternative ownership structures</i>	<p><i>Researching Business Legal Structures: Q1 Q2 Q3 Q4 Q5 Q6</i></p> <p><i>Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state</i></p>
<i>record keeping to meet minimum legal and taxation requirements</i>	<p><i>Identifying Taxation Requirements: Q5</i></p> <p><i>Obtaining an ABN: Q1</i></p> <p><i>Correcting non-compliance with business responsibilities: Q1 Q2 Q3 Q4</i></p> <p><i>Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state</i></p>

<i>relevant consumer legislation</i>	<i>Complying with Business Registration Responsibilities: Q6</i> <i>Protecting your legal rights: Q1 Q3 Q4</i> <i>Workplace Task: creating an OHS Management plan</i>
<i>relevant industry codes of practice</i>	<i>Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state</i>
<i>relevant insurance requirements and products.</i>	<i>Identifying Insurance requirements: Q1 Q2</i> <i>Getting insured: Q1</i> <i>Workplace Task: creating an OHS Management plan</i>

## CRITICAL ASPECTS

Critical Aspects	Task / Question Map
Evidence of the following is essential:	
<i>implementation of a systematic approach to identifying, managing and meeting legal and business requirements within culturally appropriate contexts</i>	<p><i>Complying with Environmental Responsibilities: Q5</i></p> <p><i>Complying with Business Registration Responsibilities: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i></p>
<i>interpreting compliance data and formulating appropriate action</i>	<i>Protecting your legal rights: Q1 Q2 Q3 Q4 Q5 Q6</i>
<i>knowledge of relevant legislation.</i>	<p><i>Complying with Regulatory requirements of business structures: Q1 Q2 Q3 Q4</i></p> <p><i>Complying with Environmental Responsibilities: Q1 Q2 Q3</i></p> <p><i>Complying with Business Registration Responsibilities: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i></p> <p><i>Protecting your legal rights: Q1 Q2 Q3 Q4 Q5 Q6</i></p> <p><i>Correcting non-compliance with business responsibilities: Q1</i></p> <p><i>Leasing and owning property: Q1 Q2</i></p> <p><i>Practical: Research Legal Requirements for Your State: Q1 Q2</i></p>

## RANGE STATEMENTS

Range Statements	Task / Question Map	
<i>Options for the business legal structure may include:</i>	<i>company</i>	<i>Complying with Regulatory requirements of business structures: Q4 Correcting non-compliance with business responsibilities: Q1 Workplace Task:</i>
	<i>cooperative</i>	<i>Workplace Task:</i>
	<i>corporation</i>	<i>Workplace Task:</i>
	<i>government owned enterprise</i>	<i>Workplace Task:</i>
	<i>partnership</i>	<i>Workplace Task:</i>
	<i>profit or not-for-profit legal structure</i>	<i>Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state</i>
	<i>sole trader</i>	<i>Complying with Regulatory requirements of business structures: Q4 Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state</i>
	<i>trust</i>	<i>Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state</i>
<i>Options for the business legal structure may be influenced by:</i>	<i>confidentiality</i>	<i>Workplace Task:</i>
	<i>contractual requirements</i>	<i>Practical: Research Legal Requirements for Your State: Q2 Workplace Task:</i>
	<i>family/community/cultural expectations</i>	<i>Complying with Environmental Responsibilities: Q5</i>
	<i>ownership transfer</i>	<i>Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state</i>
	<i>partnership considerations</i>	
	<i>preferences of owners/stakeholders</i>	
	<i>protection of stakeholders and assets</i>	<i>Workplace Task:</i>
	<i>requirements of financial backers</i>	
	<i>superannuation</i>	<i>Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state</i>



	<i>taxation</i>	<i>Complying with Regulatory requirements of business structures: Q4 Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state</i>
<i>Appropriate sources may include:</i>	<i>business advisers</i>	<i>Researching Business Legal Structures: Q7 Workplace Task:</i>
	<i>financial planners</i>	<i>Researching Business Legal Structures: Q7</i>
	<i>government agencies</i>	<i>Researching Business Legal Structures: Q7</i>
	<i>industry/trade associations</i>	<i>Researching Business Legal Structures: Q7</i>
	<i>mentors</i>	<i>Researching Business Legal Structures: Q7</i>
	<i>professional advisers (e.g. solicitors, accountants)</i>	<i>Researching Business Legal Structures: Q7 Seeking legal advice on contracts: Q1 Workplace Task:</i>
Legislation and regulatory requirements may include:	local, state/territory, commonwealth and international legislation, regulations and codes of practice affecting business operations such as:	
	<i>relevant Acts and regulations</i>	<i>Complying with WHS Responsibilities: Q4 Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state</i>
	<i>industry and OHS codes of practice</i>	<i>Complying with WHS Responsibilities: Q4 Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state</i>
	<i>business registrations and licences</i>	<i>Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state</i>
	<i>planning and other permissions</i>	<i>Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state</i>
	<i>environmental legislation</i>	<i>Complying with Environmental Responsibilities: Q5 Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state</i>
	<i>industrial law, agency law, property law, consumer legislation and standards, Torts Law and duty of care</i>	<i>Complying with Regulatory requirements of business structures: Q4 Complying with WHS Responsibilities: Q4 Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state</i>

	<i>equal employment opportunity (EEO) and anti-discrimination legislation, anti-competition regulations</i>	<i>Protecting your legal rights: Q6 Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state</i>
<i>Legal rights and responsibilities may include:</i>	<i>culturally appropriate processes and protocols</i>	<i>Complying with Environmental Responsibilities: Q5 Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state</i>
	<i>marketing the business in accordance with consumer legislation</i>	<i>Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state</i>
	<i>obligations imposed by choice of business structure</i>	<i>Complying with Regulatory requirements of business structures: Q4 Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state</i>
	<i>operating the business with a duty of care (Law of Torts)</i>	<i>Complying with WHS Responsibilities: Q4 Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state</i>
<i>Occupational health and safety and requirements must include:</i>	<i>complying with relevant OHS codes of practice</i>	<i>Complying with WHS Responsibilities: Q4 Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state</i>
	<i>establishing and maintaining a system for managing OHS</i>	<i>Complying with WHS Responsibilities: Q4 Workplace Task: creating an OHS Management plan</i>
	<i>establishing hazard management arrangements to assess and control the risks associated with workplace hazards including development of written safe operating procedures</i>	<i>Complying with WHS Responsibilities: Q4 Workplace Task: creating an OHS Management plan</i>
	<i>establishing OHS record keeping arrangements in accordance with regulatory requirements</i>	<i>Complying with WHS Responsibilities: Q4 Workplace Task: creating an OHS Management plan</i>
	<i>OHS duty of care responsibilities</i>	<i>Complying with WHS Responsibilities: Q4 Workplace Task: creating an OHS Management plan</i>
	<i>registering with state/territory workers compensation authority if applicable</i>	<i>Workplace Task: creating an OHS Management plan</i>

<i>Taxation principles and requirements may include:</i>	<i>relevant taxation requirements/obligations for business</i>	<i>Complying with Regulatory requirements of business structures: Q4 Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state</i>
	<i>tax file number, Australian Business number, goods and services tax registration, PAYG and withholding arrangements</i>	<i>Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state</i>
<i>Legal documents may include:</i>	<i>appropriate software for financial records</i>	<i>Maintaining legal documents: Q1 Workplace Task: creating an OHS Management plan</i>
	<i>certificate of incorporation</i>	<i>Maintaining legal documents: Q1 Workplace Task:</i>
	<i>constitution documents</i>	<i>Maintaining legal documents: Q1 Workplace Task:</i>
	<i>franchise agreements and financial documentation</i>	<i>Maintaining legal documents: Q1 Workplace Task:</i>
	<i>partnership agreements</i>	<i>Maintaining legal documents: Q1 Workplace Task:</i>
	<i>statutory books for companies (register of members, register of directors and minute books)</i>	<i>Maintaining legal documents: Q1 Workplace Task: creating an OHS Management plan</i>
<i>Records may include:</i>	<i>environmental</i>	<i>Complying with Environmental Responsibilities: Q5 Workplace Task: creating an OHS Management plan</i>
	<i>financial</i>	
	<i>OHS</i>	<i>Complying with WHS Responsibilities: Q4 Workplace Task: creating an OHS Management plan</i>
	<i>personnel</i>	<i>Workplace Task: creating an OHS Management plan</i>
	<i>taxation</i>	<i>Workplace Task: creating an OHS Management plan</i>
<i>OHS records may include:</i>	<i>accident reports and investigations</i>	<i>Complying with WHS Responsibilities: Q4 Workplace Task: creating an OHS Management plan</i>
	<i>first aid and medical</i>	<i>Complying with WHS Responsibilities: Q4 Workplace Task: creating an OHS Management plan</i>

	<i>hazardous substances register</i>	<i>Complying with WHS Responsibilities: Q4 Workplace Task: creating an OHS Management plan</i>
	<i>instruction and training</i>	<i>Complying with WHS Responsibilities: Q4 Workplace Task: creating an OHS Management plan</i>
	<i>manufacturers' and suppliers' information</i>	<i>Complying with WHS Responsibilities: Q4 Workplace Task: creating an OHS Management plan</i>
	<i>material safety data sheets</i>	<i>Complying with WHS Responsibilities: Q4 Workplace Task: creating an OHS Management plan</i>
	<i>OHS audits and inspections</i>	<i>Complying with WHS Responsibilities: Q4 Workplace Task: creating an OHS Management plan</i>
	<i>plant maintenance and testing</i>	<i>Complying with WHS Responsibilities: Q4 Workplace Task: creating an OHS Management plan</i>
	<i>workers compensation and rehabilitation</i>	<i>Complying with WHS Responsibilities: Q4 Workplace Task: creating an OHS Management plan</i>
<i>Procurement rights to products and services may include:</i>	<i>any form of licensing</i>	<i>Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state</i>
	<i>royalties, copyright, patents, trademarks, registered design and applications, intellectual property, software licenses, franchises, agencies</i>	<i>Protecting your legal rights: Q6 Workplace Task: demonstrate knowledge of relevant legislation for running a business in your state</i>
<i>Contracts with relevant people may include:</i>	<i>any person with whom the business has, or seeks to have, a performance-based relationship</i>	<i>Protecting your legal rights: Q6 Tendering for contracts: Q1 Negotiating a Contract: Q1</i>
	<i>owners, suppliers, employees, landlords, agents, distributors, customers</i>	<i>Leasing and owning property: Q2</i>
<i>Insurance requirements may include:</i>	<i>comprehensive insurance for vehicles/property</i>	<i>Identifying Insurance requirements: Q1 Getting insured: Q1</i>
	<i>professional indemnity insurance</i>	<i>Identifying Insurance requirements: Q1</i>
	<i>public liability insurance</i>	<i>Identifying Insurance requirements: Q1 Getting insured: Q1</i>

	<i>third party insurance on motor vehicles</i>	<i>Identifying Insurance requirements: Q1 Workplace Task: creating an OHS Management plan</i>
	<i>workers compensation</i>	
	<i>other insurance cover as required by state/territory or commonwealth legislation, contractual obligations or as recommended for the industry/type of business</i>	<i>Identifying Insurance requirements: Q1 Getting insured: Q1 Practical: Research Legal Requirements for Your State: Q1</i>