

BSBSMB401 Matrix Map

(Generated Saturday, 06 Oct 2018, 02:51am)

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 Practical: Research Legal Requirements for Your State: Q1 Q2 Q3
	1.2 Determine legislation and regulatory requirements affecting operations of the business under its chosen structure	Researching Business Legal Structures: Q2 Q4 Q5 Q8 Q9 Complying with Regulatory requirements of business structures: Q1 Q2 Q3 Q4 Registering a Business Name: Q1 Seeking legal advice on contracts: Q1
	1.3 Develop and implement procedures to ensure full compliance with relevant legislation and regulatory requirements	Complying with Regulatory requirements of business structures: Q1 Q2 Q3 Q4 Complying with Environmental Responsibilities: Q1 Q2 Q3 Correcting non-compliance with business responsibilities: Q1 Q2 Q3 Q4 Seeking legal advice on contracts: 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 Complying with Environmental Responsibilities: Q1 Q2 Q3 Q4 Q5 Complying with Business Registration Responsibilities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Obtaining an ABN: Q1 Registering a Business Name: Q1 Protecting your legal rights: Q1 Q2 Q3 Q4 Q5 Q6
	2.2 Identify taxation principles and requirements relevant to the business, and follow procedures to ensure compliance	Researching Business Legal Structures: Q5 Identifying Taxation Requirements: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8

	2.3 Identify and carefully maintain legal documents and maintain and update relevant records to ensure their ongoing security and accessibility	Maintaining legal documents: Q1 Q2 Seeking legal advice on contracts: Q1
	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	Complying with Regulatory requirements of business structures: Q1 Complying with Environmental Responsibilities: Q1 Q2 Q3 Correcting non-compliance with business responsibilities: 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	Researching Business Legal Structures: Q7 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	
	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	Seeking legal advice on contracts: Q2 Tendering for contracts: Q1 Q2 Negotiating a Contract: Q1 Q2 Q3 Practical: Research Legal Requirements for Your State: Q2
	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	
	4.2 Assess the probability and impact of identified risks	
	4.3 Prioritise risks for treatment	

	<i>4.4 Develop actions to mitigate risks including identifying insurance requirements and adequate cover</i>	<i>Identifying Insurance requirements: Q1 Q2 Getting insured: Q1 Practical: Research Legal Requirements for Your State: 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: Q2 Q4 Q5 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 Complying with Business Registration Responsibilities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Obtaining an ABN: Q1 Maintaining legal documents: Q1 Q2 Registering a Business Name: Q1
- ensure compliance, by:	
- following taxation and industrial relations principles	Researching Business Legal Structures: Q5 Identifying Taxation Requirements: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Obtaining an ABN: Q1
- updating and maintaining legal documents	Obtaining an ABN: Q1 Maintaining legal documents: Q1 Q2
- investigating areas of non-compliance	Complying with Environmental Responsibilities: Q1 Q2 Q3 Correcting non-compliance with business responsibilities: Q1 Q2 Q3 Q4 Practical: Research Legal Requirements for Your State: Q3
- monitoring provision of products and services	Practical: Research Legal Requirements for Your State: Q3
- taking corrective action where necessary	Practical: Research Legal Requirements for Your State: Q3
- negotiate and arrange contracts, including:	
- seeking legal advice	Researching Business Legal Structures: Q7 Seeking legal advice on contracts: Q1 Q2
- investigating procurement rights	Tendering for contracts: Q1 Q2 Practical: Research Legal Requirements for Your State: Q2
- 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	
- prioritising risks with highest probability of occurrence and greatest negative impact on the business	
- identifying insurance requirements	Identifying Insurance requirements: Q1 Q2 Getting insured: Q1 Practical: Research Legal Requirements for Your State: Q1

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

KNOWLEDGE EVIDENCE

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

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>Complying with Regulatory requirements of business structures: Q1 Q2 Q3 Q4</i> <i>Maintaining legal documents: Q1 Q2</i> <i>Seeking legal advice on contracts: Q1</i>
<i>Prepares written reports and workplace documentation that communicate complex information clearly and effectively</i>	<i>Complying with WHS Responsibilities: Q4 Q5</i> <i>Creating a Safe Work Method Statement: Q1</i>
<i>Uses specific and relevant language to clearly articulate legal issues, and uses questioning and listening techniques to clarify solutions</i>	<i>Maintaining legal documents: Q1 Q2</i> <i>Practical: Research Legal Requirements for Your State: Q1 Q2 Q3</i>
<i>Participates in verbal negotiations using tone and language suitable to audience</i>	<i>Seeking legal advice on contracts: Q2</i>
<i>Reviews, analyses, compares and contrasts numerical data which may be embedded in documents</i>	<i>Creating a Safe Work Method Statement: Q1</i>
<i>Calculates business insurance costs and compares costing options</i>	<i>Getting insured: Q1</i> <i>Practical: Research Legal Requirements for Your State: 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>Researching Business Legal Structures: Q4 Q5</i> <i>Maintaining legal documents: Q1 Q2</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>Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency</i>	
<i>Implements actions as per plan, making adjustments if necessary and addressing unexpected issues</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>Makes a range of critical and non-critical decisions in complex situations, taking a range of constraints into account</i>	

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	
- specialist software for analysis of data	
- relevant legislation, regulations, standards and codes	
- relevant workplace documentation and resources	Complying with WHS Responsibilities: Q4 Q5 Q6 Q7 Creating a Safe Work Method Statement: Q1
- case studies, or where possible, real situations	
- interaction with others.	
- Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.	