



## Business Principals RPL/RCC Information Sheet

### Related Units of Competency

- BSBSMB404 Undertake small business planning
- BSBSMB405 Monitor and manage small business operations
- BSBSMB406 Manage small business finances
- BSBSMB403 Market the small business
- ICTICT203 Operate application software packages

**Please Note;** *Gaining RPL for Business Principals, only covers the requirements specifically related to this cluster. To gain RPL for the FULL units of competency listed above, you will **also** need to satisfy the industry placement requirements.*

### Cluster description:

This cluster covers the knowledge and skills to design a business plan for a business including a strong focus on business operations, marketing and marketing material and understanding of business financials and projections.

### Instructions

Please read the following requirements and tick the applicable box. If you wish to apply for RPL/RCC for this cluster, you **MUST** complete and provide:

- this document
- the relevant evidence you have stated which **MUST** be included with your RPL application
- the specific units of competency RPL applications

**Please note:** *An RPL/RCC application will not be reviewed without these completed documents. No exceptions.*

### 1. Gaining RPL (Tick boxes relevant to your application)

In order to gain RPL for this cluster you **MUST** provide the following evidence:

- Relevant transcript & certificate, or
- Evidence of operating a small business; business insurance, business name, business website, business card

And,

- Business plan document
- Business policy and procedures
- Business marketing materials; brochures, flyers, business cards, website etc.
- Business financial projections; this does not have to include 'actual' finances, however the evidence must demonstrate your knowledge and skills to understand and collate financial documents including;
  - profit & loss
  - income & expenditure; monthly cash flow



## 2. Acknowledgement

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

- I understand that I MUST provide relevant and verifiable evidence to support my claim for RPL/RCC and my application will not be reviewed/approved without this requirement
- I understand I may be required to provide additional information to support my claim for RPL/RCC
- I understand that I may be required to demonstrate my knowledge and skills related to this cluster through the example RPL assessment outlined in this document