### RPL Standard



BSBSMB404 Undertake Small Business Planning

**How to complete this form**

Complete all areas in **blue** on the following pages by providing information on your previous skills and qualifications using the information below as a guide.

**Unit description**

### This unit describes the skills and knowledge required to research and develop an integrated business plan for achieving business goals and objectives.

### To gain RPL for this unit of competency the applicant must meet the following benchmarks along with providing evidence that their current level of knowledge and skills is

Relevant to all performance criteria, knowledge and **performance evidence**.

**The applicant must provide evidence of the following to gain RPL for this unit:**

* The applicant must have industry experience who operate a small business that operates independently, or as part of a larger organisation. Individuals in this role interpret business information and numerical data competently.
* Applicants who may have develop a business plan which provides for finance, marketing and provision of products or services to facilitate all business goals and objectives.
* The applicant must identify and plan all work health and safety (WHS) and duty of care responsibilities.
* The applicant must be able to develop risk management strategies including a contingency plan for non-conformance.
* The applicant must demonstrate knowledge of all performance criteria, essential knowledge and skills.

**Example Evidence**

* Relevant transcript & certificate
* Evidence of working within the industry
* Evidence of preparation of a business plan.
* Evidence of principles of risk management relevant to small business planning.
* Evidence of strategic, operational, financial and marketing planning.

### Completion of ACFB e-learning quiz/oral questioning related to work within a fitness practice; If required this will be completed at a later stage.

**Evidence documents may include, but not limited to:**

* Copy of business plan.
* Copy of WHS documentation.
* Copy of marketing activities/ documentation.
* Copy of evaluation documentation.

### *Unit Evidence Description*



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| **Applicant name** |  |  |  |



| ***SIS40215*** | | Certificate IV in Fitness | | | **BSBSMB404 Undertake Small Business Planning** | **Office Use Only** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Prerequisite:** none | | | **Prerequisite:** none | | **Sufficient** | **F.E.R** |
| **Elements / Performance Criteria** | | | | **EVIDENCE** *(Applicant; Explain in detail how your evidence relates to the required knowledge listed)* | |  |  |
| **1. Identify elements of the business plan** | | | | | | | |
| 1.1 | Identify purpose of the business plan. | | |  | |  |  |
| 1.2 | Identify and review essential components of the business plan | | |  |  |
| 1.3 | Identify and document business goals and objectives as a basis for measuring business performance. | | |  |  |
| **2. Develop a business plan** | | | | | | | |
| 2.1 | Research resources, legal and compliance requirements, specifically in relation to work health and safety (WHS), in accordance with business goals and objectives. | | |  | |  |  |
| 2.2 | Research market needs, and market size and potential. | | |  |  |
| 2.3 | Identify sources and costs of finance, from financial plan, to provide required liquidity and profitability for the business | | |  |  |
| 2.4 | Identify methods, from marketing strategies, to promote market exposure of the business | | |  |  |

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| 2.5 | Identify methods or means of production or operation from production or operations plan to conform with business goals and objectives |  |  |  |
| 2.6 | Identify staffing requirements to effectively produce or deliver products and services |  |  |  |
| 2.7 | Identify, assess and prioritise internal and external risks |  |  |  |
| 2.8 | Identify specialist services and sources of advice, where required, and cost in accordance with available resources |  |  |  |
| **3. Develop strategies for minimising risks** | | | | |
| 3.1 | Identify specific interests and objectives of relevant people and seek and confirm their support of planned business direction |  |  |  |
| 3.2 | Identify and develop risk management strategies according to business goals and objectives, and relevant legal requirements |  |  |

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| **Knowledge Evidence** | **EVIDENCE** *(Applicant; Explain in detail how your evidence relates to the required knowledge listed)* | **Office Use Only** | |
|  | | **Sufficient** | **F.E.R.** |
| Discuss all government legislative requirements relating to business operation, especially in regard to WHS and environmental issues, equal employment opportunity, industrial relations and anti-discrimination |  |  |  |
| Explain methods of evaluation |  |  |  |
| Summarise WHS responsibilities and procedures for identifying hazards relevant to the business |  |  |  |
| Outline planning processes. |  |  |  |
| Describe preparation of a business plan |  |  |  |
| Identify principles of risk management relevant to small business planning |  |  |  |
| Outline common risks particular to the small business type or industry |  |  |  |
| Explain reasons for, and benefits of, business planning |  |  |  |
| Clarify relevant industry codes of practice |  |  |  |
| Outline setting goals and objectives |  |  |  |
| Explain types of business planning – feasibility studies; strategic, operational, financial and marketing planning |  |  |  |

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| **Performance Evidence** | **EVIDENCE** *(This evidence will be collected via documents outlined on first page)* | **Office Use Only** | |
|  | | **Sufficient** | **F.E.R** |
| Develop a business plan which provides for finance, marketing and provision of products or services to facilitate all business goals and objectives. | *This evidence will be collected via submission of documentation requested on the first & second page* |  |  |
| Identify and plan all work health and safety (WHS) and duty of care responsibilities. | *This evidence will be collected via submission of documentation requested on the first & second page* |  |  |
| Identify and assess internal and external risks to the business. | *This evidence will be collected via submission of documentation requested on the first & second page* |  |  |
| Develop risk management strategies including a contingency plan for non-conformance. | *This evidence will be collected via submission of documentation requested on the first & second page* |  |  |

**Office Use Only**

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| **RPL Outcome** | | | | |
| **RPL Achieved** | Yes □ | No □ | |
| **Further Evidence Required** | Yes □ | No □ | |
| **Further Evidence *(list of required evidence)*** | | | | |
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| *RPL Assessor Name:* | | | *Date:* | |