



**CATAPULT**

# BSBESB304

Determine resource requirements for new business ventures

## Table of Contents (Extract)

**NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.**

**This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit BSBESB304.**

**For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:**

**<https://catapultlearning.com.au/product/BSBESB304/>**

# Trainer/assessor guide

## BSBESB304

### Determine resource requirements for new business ventures

#### Welcome to this unit of study

This unit describes the skills and knowledge required to identify resources required for new business ventures; select options for acquiring them; and develop procedures and systems for introducing, using and maintaining them.

The unit applies to those establishing a business providing self-employment, as well as those establishing a new venture as part of a larger organisation. Resources may include business machinery, equipment and software.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

# Contents

<b>About this trainer/assessor guide .....</b>	<b>4</b>
<b>Learning resource.....</b>	<b>5</b>
Topic 1: Establish resource requirements of new business venture .....	5
Use business profile and consultation to determine business resource requirements .....	5
Analyse factors impacting type and quantity of required resources .....	12
Record proposed type and quantity of required resources.....	14
Check your understanding .....	15
Topic 2: Source resources required in new business venture.....	17
Research options for acquiring resources .....	17
Evaluate identified options.....	20
Engage and negotiate with suppliers and other key people to obtain resources .....	23
Select, document and gain approval for resources.....	26
Check your understanding .....	29
Topic 3: Prepare for use of selected resources in new business venture.....	31
Procedures and systems for resources .....	31
Procedures for resource usage, maintenance, repair and replacement.....	35
Check your understanding .....	39
References.....	41
<b>Assessment workbook.....</b>	<b>43</b>
Unit information .....	45
What is competency-based assessment?.....	46
How will my competency be assessed?.....	47
Assessment agreement.....	48
Foundation skills checklist.....	49
<b>Skills recognition.....</b>	<b>50</b>
Topic 1: Establish resource requirements of new business venture .....	51
Topic 2: Source resources required in new business venture.....	52
Topic 3: Prepare for use of selected resources in new business venture.....	53
<b>Knowledge questions .....</b>	<b>54</b>
Topic 1: Establish resource requirements of new business venture .....	55
Topic 2: Source resources required in new business venture.....	59
Topic 3: Prepare for use of selected resources in new business venture.....	63
<b>Performance tasks.....</b>	<b>65</b>
Third party evidence collection agreement .....	66
Topic 1: Establish resource requirements of new business venture .....	68
Topic 2: Source resources required in new business venture.....	70
Topic 3: Prepare for use of selected resources in new business venture.....	74
<b>Completion record.....</b>	<b>76</b>
<b>Unit mapping.....</b>	<b>77</b>
<b>Trainer/ assessor user instructions.....</b>	<b>79</b>



# About this trainer/assessor guide

---

## Learning resource

---

The learning resource is divided into the following topics:

- » Establish resource requirements of new business venture
- » Source resources required in new business venture
- » Prepare for use of selected resources in new business venture

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

---

## Assessment workbook

---

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

---

## Disclaimer

---

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.

---