



**CATAPULT**

# BSBSMB304

Determine resource requirements for the micro business

## Table of Contents (Extract)

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**This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit BSBSMB304.**

**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/BSBSMB304/>**

# Trainer/assessor guide

## BSBSMB304

### Determine resource requirements for the micro business

#### Welcome to this unit of study

This unit describes the skills and knowledge required to select options for resource acquisition, develop procedures and systems for efficient installation, and use and maintain resources.

It applies to individuals who are establishing or operating a micro business providing self-employment.

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: Identify resources needed in the business.....	5
Business profile.....	5
Resource requirements .....	11
Digital technology .....	18
Quantities of resources.....	22
Check your understanding .....	27
Topic 2: Select appropriate sources for resources required in the business .....	29
Resource acquisition .....	29
Reliability, risks and costs .....	35
Access to service and support.....	40
Options.....	44
Supplier relationships .....	48
Check your understanding .....	55
Topic 3: Prepare for use of resources in the business .....	57
Use and maintenance of resources.....	57
Supply arrangements.....	64
Monitoring procedures .....	69
Maintenance procedures.....	73
Check your understanding .....	77
References.....	79
<b>Assessment workbook.....</b>	<b>81</b>
Unit information.....	83
What is competency-based assessment?.....	84
How will my competency be assessed?.....	85
Assessment agreement.....	86
Foundation skills checklist.....	87
<b>Skills recognition.....</b>	<b>88</b>
Topic 1: Identify resources needed in the business.....	89
Topic 2: Select appropriate sources for resources required in the business .....	90
Topic 3: Prepare for use of resources in the business .....	91
<b>Knowledge questions .....</b>	<b>92</b>
Topic 1: Identify resources needed in the business.....	93
Topic 2: Select appropriate sources for resources required in the business .....	97
Topic 3: Prepare for use of resources in the business .....	102
Topic 4: Specific knowledge evidence .....	106
<b>Performance tasks.....</b>	<b>109</b>
Third party evidence collection agreement .....	110
Topic 1: Identify resources needed in the business.....	111
Topic 2: Select appropriate sources for resources required in the business .....	113
Topic 3: Prepare for use of resources in the business .....	114

Completion record..... 116  
Unit mapping and assessment checklist ..... 117  
Trainer/ assessor user instructions..... 119

# About this trainer/assessor guide

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## Learning resource

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The learning resource is divided into the following topics:

- » Identify resources needed in the business
- » Select appropriate sources for resources required in the business
- » Prepare for use of resources in the business

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.

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## Assessment workbook

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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.

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## Disclaimer

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