

# BSBSMB408

Manage personal family cultural and business obligations

# **Table of Contents (Extract)**

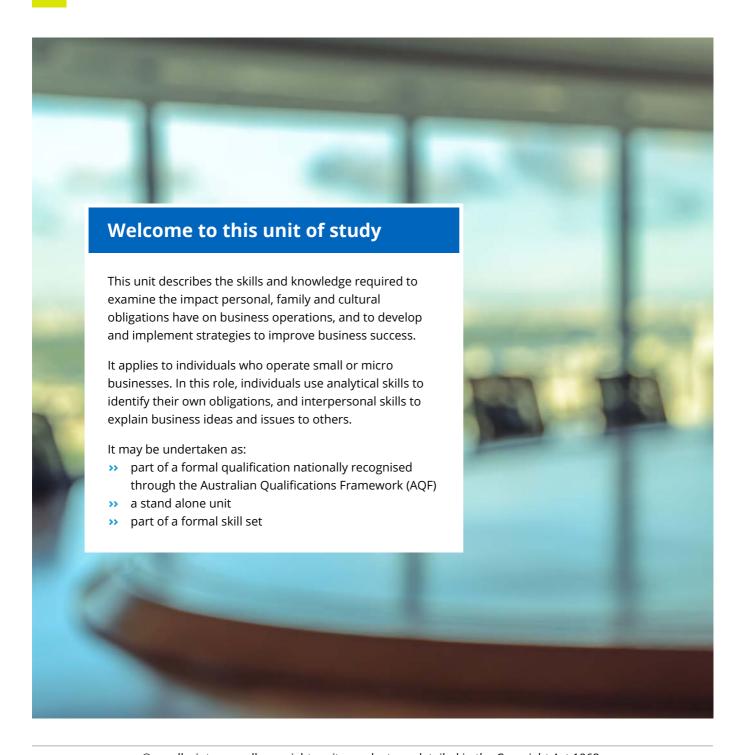
NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.

This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit BSBSMB408.

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/BSBSMB408/

# Trainer/assessor guide BSBSMB408 Manage personal, family, cultural and business obligations



## Contents

About this trainer/assessor guide	4
Learning resource	5
Topic 1: Identify personal and business commitments/ obligations within family, cultural and community	,
contexts	5
Personal, family, community	5
Minimising negative impacts	8
Preparing workable plans	11
Check your understanding	13
Topic 2: Develop ethical work practices within family, cultural and community contexts	15
Culturally appropriate ethics	15
Implementing strategies	20
Preparing contingency plans	21
Check your understanding	25
Topic 3: Review work practices within family, cultural and community contexts	27
Monitoring commitments/ obligations	27
Reviewing plans/ strategies	29
Monitoring cultural ethics	30
Check your understanding	31
References	33
Assessment workbook	35
Unit information	37
What is competency-based assessment?	38
How will my competency be assessed?	39
Assessment agreement	40
Foundation skills checklist	41
Skills recognition	42
Topic 1: Identify personal and business commitments/obligations within family, cultural and community	
contexts	43
Topic 2: Develop ethical work practices within family, cultural and community contexts	44
Topic 3: Review work practices within family, cultural and community contexts	45
Knowledge questions	46
Topic 1: Identify personal and business commitments/obligations within family, cultural and community	
contexts	47
Topic 2: Develop ethical work practices within family, cultural and community contexts	54
Topic 3: Review work practices within family, cultural and community contexts	60
Topic 4: Specific knowledge evidence	64
Performance tasks	69
Third party evidence collection agreement	70
Topic 1: Identify personal and business commitments/obligations within family, cultural and community	
contexts	71
Topic 2: Develop ethical work practices within family, cultural and community contexts	73
Topic 3: Review work practices within family, cultural and community contexts	74

Completion record	76
Unit mapping and assessment checklist	77
Trainer/ assessor user instructions	79



## About this trainer/assessor guide

### **Learning resource**

The learning resource is divided into the following topics:

- >> Identify personal and business commitments/ obligations within family, cultural and community contexts
- >> Develop ethical work practices within family, cultural and community contexts
- >> Review work practices within family, cultural and community contexts

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.