

Skills / Knowledge Activity

1. Learner Guide to BSM301 from class 1 to 4.3 add to extract information regarding legal and risk management requirements of the business
2. Goals requirement good & targets, annual financial reports, insurance documents, backing keeping, structure of company, from direct to staff Rights of all team members & customers, contractual documents for rights & obligations, business plan.
3. Practice active listening, document communications, keep open mind, use technology to communicate & keep track of all correspondence.
4. Evaluate all roles internal and external to business and how normally they could occur, structure business as efficiently as possible to lower insurance cost.
5. Company with standards, codes of conduct, duty of care, company policies & procedures.
6. Disput over, payments, goods & services, contractual disagreements, obligations and rights for company & employees.
7. Off contractual financial, personal (staff & employees) information
8. Benefits include tax breaks, set up and registered correctly as a business, limited liability
9. Can include relevant act/regs,

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10. LHS/Industry code of practice, business registrations & licences, planning & other permissions, Environmental legislation, industrial law, agency law, property law, consumer legislation & standards, torts, law & duty of care, common law, - an offer by one party & acceptance by the other - parties must intend to create legal relationship with enforceable terms.
 - There must be valuable consideration.
 - There must be certainty as to key terms.
 - Parties must be competent to make a legally binding agreement.
 - The matters agreed must be for a lawful purpose

11. Set up and maintain a system for managing LHS, comply with relevant WHS codes of practice, ensure company policies & procedures are followed by all members, code of conduct, health & safety officers & representatives

12. Sole Trader or Proprietary limited or partnership

13. Relevant taxation requirements/obligations for business, tax file number, ABR, goods & services registration, PAYG & withholding arrangements can be done on excel spreadsheet software, myob or other accounting packages.

14. ACC is an independent authority whose role is to enforce the competition &

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and consumer act 2010 and a range of additional legislation promoting competition fair trading & regulating national infrastructure for the benefit of all Australians.

15. Evaluate all companies potential risks of internal & external exposure. Insurance requirements may include

- Comprehensive vehicle/property insurance
- Professional indemnity insurance
- Public liability insurance
- Third Party insurance on motor vehicles
- Workers compensation
- Other needs covered under state / territory or commonwealth.

- Burglary
- Contract Works
- Corporate Travel
- Directors & Officer liability
- Fidelity guarantee
- Industrial special risks
- Key person insurance
- Machinery breakdown
- Marine Transit
- Motor vehicle comprehensive
- Public & products liability
- Personal accident
- Professional indemnity
- Workers compensation

major activity.

1. Sole trader would be the best legal structure

Advantages

- Easy to setup
- limited liability.
- organised control.

- Easy to close.

2. Copyrights, Privacy and contractual.

3. - keep proper financial records - submit all castings / expenses / deductions to practicing CPA.

- Record all meeting minutes & resolutions - Document minutes & resolutions for any meetings, also make copies available for all staff, the company.

- maintain a register of its members - document all current and past members and time frame for membership

4. Make sure all staff & employees are aware of legal rights & responsibilities, all with requirements, create a safe work environment and also create a good work culture. Develop and apply LHD policies & procedures; duty of care.

5. Taxation principles & requirements show relevant taxation requirements/deductions for business, tax file number, ABRN

Major Activity

6. Finance information reported on major cost access & user friendly system, documentation filed as required in lockable system for access or audit.
7. Laws regarding contractual terms such as licensing and staging payment, consumer laws.
8. Implement procedures to ensure full compliance.
 - Introduction / context / purpose / scope.
 - Policy / Principles
 - Procedure / Process map.
 - Reference & Supporting Information / Definitions
 - Supporting documentation policy performance indicators, acknowledgment of external sources.
9. Set legal advice in relation to your individual circumstances can include / commercial contracts small business that enter contracts on a daily basis, ensure contractual procurement rights are retained. Review standards, purchase orders, contact supplier for current stock, delivery times / dates to meet client needs.
10. Principal contracts, subcontracting

Major Activity

work for current stage each person or company will produce a study flow of work to keep all staff & employees current, hence cash flow.

12. Renting, is more ideal for a start up business, no capital required, no property tax, can sublet property if needed, not a long term financial commitment, easy on cash flow, find a suitable dwelling for lease within budget and negotiate leasing with suitable terms and conditions.

13. Internal threats are within the company eg. theft / Embezzlement by employees. - cash flow & liquidity problems. - Distribution problems.

Internal

- External are outside company. - Burglary - fire or other damage to premises. - Natural disasters.

14. Lack of continuity of work affecting cash flow, employment. 15. Prioritise risks by evaluation assessing impact on business and create strategies to deal with risks.

16. Insurance Requirement may include/comprehensive insurance for vehicles/property/professional indemnity insurance/public liability insurance/ 3rd insurance on motor vehicle/works/

computerisation/other insurances/fidelity guarantee/Burglary/contract works/ major transfer.