BSBSMB401
ESTABLISH LEGAL AND RISK MANAGEMENT REQUIREMENTS OF SMALL BUSINESS

PRACTICAL ASSESSMENT INSTRUCTIONS

- The following practical assessment will require the Participant to complete work related activities.
- The Assessor will conduct observations of the Participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below – providing your name, signature and date of assessment.
    - The Participant's signature acknowledges that the Assessor provided clear instructions and the Participant understood what was required to complete this assessment.
- The Assessor may substitute a Practical Task with an alternate task of equal value.
    - Alternate tasks must be fully documented by the assessor in the Assessor Comments area.

Participant name: Peter Hay

Participant signature:

Date: 20/11/20

Assessor name:

Assessor signature:

Date:

Number of tasks	Number of tasks fully completed	Task outcome (Tick)	
		Satisfactory	Not Yet Satisfactory
1		☐	☐

Assessor Comments:

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Practical Task 1

Description of task:
The participant is required to demonstrate their ability to identify and comply with all regulations affecting a small business. The participant is required to negotiate and arrange contracts, as well as identify and treat business risks.

These tasks may be simulated or real. The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.

Resources required:
Computer and telephone.

Assessment of task

Name of participant:	Peter Hay
Name of observer:	
Role of observer (Confirm suitability to sign)	
Email address of observer	Amanda.wills@skinkandy.com
Signature of observer:	
Date:	20/11/20

When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked. 1st Occasion	2nd Occasion
1 Identify and implement business legal requirements		
1.1A. Identify and research possible options for the business legal structure using appropriate sources.	✓	✓
1.1B. Determine legislation and regulatory requirements affecting operations of the business under its chosen structure.	✓	✓
1.1C. Develop and implement procedures to ensure full compliance with relevant legislation and regulatory requirements.	✓	✓
2 Comply with legislation, codes and regulatory requirements		
1.2A. Establish systems to ensure legal rights and responsibilities of the business were identified and the business was adequately protected, specifically in relation to the following requirements: • Work health and safety (WHS) • Business registration • Environmental requirements	✓	✓
1.2B. Identify taxation principles and requirements relevant to the business, and follow procedures to ensure compliance.	✓	✓
1.2C. Identify and carefully maintain legal documents and maintain and update relevant records to ensure their ongoing security and accessibility	✓	✓

1.2D. Monitor provision of products and services of the business to protect legal rights and to comply with legal responsibilities.	✓	✓
1.2E. Conduct investigations to identify areas of non-compliance with legal and regulatory requirements, and take corrective action where necessary.	✓	✓
3 Negotiate and arrange contracts		
1.3A. Seek legal advice on contractual rights and obligations, if required, to clarify business liabilities.	✓	✓
1.3B. Investigate and assess potential products and services to determine procurement rights and ensure protection of business interests where applicable.	✓	✓
1.3C. Negotiate and secure contractual procurement rights for goods and services including contracts with relevant people, as required, in accordance with the business plan.	✓	✓
1.3D. Identify options for leasing or ownership of business premises and complete contractual arrangements in accordance with the business plan.	✓	✓
4 Identify and treat business risks		
1.4A. Identify potential internal and external risks to the business.	✓	✓
1.4B. Assess the probability and impact of identified risks.	✓	✓
1.4C. Prioritise risks for treatment.	✓	✓
1.4D. Develop actions to mitigate risks, including identifying insurance requirements and adequate cover.	✓	✓

The Participant's performance was: ☑ **Satisfactory** ☐ **Not Satisfactory**

Observer comments:

Peter has run and operated a business for going on 5 years. He has a full understanding of all aspects of his business from onsite at each job to back in the office running the accounts. He has shown and given me detail on prior contracts, SWMS, old quotes, workcover ~~pa~~ and public liability documents along with invoices and other accounting documents. He has shown me how you can successfully operate a business.