

ABOUT THE ASSESSMENT MATERIALS

These Assessment Materials have been developed by Innovative Business Resources, specifically to assess the required competencies of *Unit BSBSMB301A: Investigate Micro Business Opportunities* within the Small and Micro Business specific competency field of the Business Services Training Package, in accordance with National Quality Council (NQC) guidelines.

The materials comprise four components:

1. **An Assessment Overview:** summarises the sources of evidence to be used in the assessment of competencies, in accordance with the Performance Criteria within each Element.
2. **A range of Assessment Tasks:** addresses the required Performance Criteria within each Element.
3. **An Assessment Key:** provides answers, suggested responses and guidelines for judging the competencies demonstrated by candidates in their completion of the Assessment Tasks.
4. **A Record of Assessment:** summarises the sources of evidence used in assessing the required competencies and whether or not each competency has been met.

1. ASSESSMENT OVERVIEW

The Assessment Overview provides a summary of the possible sources of evidence that may be used in assessing the various Performance Criteria within each Element of the Unit, together with an indication of the way in which the eight Employability Skills are assessed.

For example, evidence to assess competency on Performance Criterion 1.1 of Element 1, can be gathered using a selection from Assessment Tasks Q1 and P1, as indicated below.

ELEMENT	PERFORMANCE CRITERIA	SOURCE OF EVIDENCE		
		Questions	Case Study	Project
1. Describe business ideas	1.1 Gather information for business ideas from appropriate sources.	Q1		P1
	1.2 List details of business ideas and opportunities			P1
	1.3 Research alternative business ideas in light of the resources available.			P1

The Employability Skill 'communication' is assessed within the assessment of Performance Criteria 1.5 as indicated below.

EMPLOYABILITY SKILL	INDUSTRY REQUIREMENTS FOR THIS QUALIFICATION	CAN BE ASSESSED IN PERFORMANCE CRITERIA...
Communication	<ul style="list-style-type: none"> interpreting the needs of customers and markets persuading key business stakeholders effectively reading, interpreting and clarifying regulatory, taxation, financial and other business documentation 	1.5

2. ASSESSMENT TASKS

The Assessment Tasks for this Unit are divided into three sections, namely:

Section A: Questions The purpose of these Assessment Tasks is to assess the candidate's underpinning knowledge relating to the competencies. These Tasks are designated by the prefix 'Q' (eg. Q1, Q2, Q3).

Section B: Case Studies The purpose of these Assessment Tasks is to assess the candidate's application of knowledge to a simulation, in order to demonstrate decision making, evaluation and problem solving skills. These Tasks are designated by the prefix 'CS' (eg. CS1, CS2, CS3).

Section C: Projects The purpose of these Assessment Tasks is to assess process and performance through the candidate's application of knowledge to their own micro business context. These Tasks are designated by the prefix 'P' (eg. P1, P2, P3).

The number in the bracket following the Task Number, for example **Q1. (1.1)**, indicates the Performance Criterion addressed by that particular Assessment Task, in this case Performance Criterion 1.1.

NOTE: Candidates are not required to complete ALL Assessment Tasks. The facilitator/trainer/assessor should select those Assessment Tasks which most appropriately suit their particular training context and candidates. However, all Performance Criteria must be assessed, and sufficient evidence must be gathered in order to demonstrate competency.

3. ASSESSMENT KEY

The Assessment Key provides solutions to the objective questions and case study tasks, and guidelines for the assessment of competency for project tasks.

4. RECORD OF ASSESSMENT

The Record of Assessment is a summary of the range of sources of evidence used to assess the competency of the candidate, and provides checkboxes for the assessor to indicate whether each competency has been met.

For example, evidence to assess competency on Performance Criterion 1.1 of Element 1 can be gathered using the sources indicated. Achievement of competency is indicated here.

ELEMENT	PERFORMANCE CRITERIA	SUMMARY OF EVIDENCE	COMPETENCY MET		
			Yes	No	N/A
1. Describe business ideas	1.1	Q1 Match the following categories of information/assistance sources with the types of information they are likely...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		P1 Describing Business ideas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1.2	P1 Describing Business ideas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1.3	P1 Describing Business ideas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1.4	P1 Describing Business ideas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>