

Facilitator guide

Unit code: BSBSMB401

Unit name: Establish legal and risk management requirements of small business (2)

Delivery date:

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**TAFE NSW would like to pay our respect and acknowledge Aboriginal and Torres Strait Islander Peoples as the Traditional Custodians of the Land, Rivers and Sea. We acknowledge and pay our respect to the Elders, both past and present of all Nations.**

[Delete red guide text before distribution. Add cultural warning if required here, refer to ‘**Follow Aboriginal and Torres Strait Islander Cultural Protocol’** in the Tips section on page]

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Section 1   
Preparing for delivery

# About this guide

In this guide, you will find information you will need in order to prepare for and deliver this unit (or combination of units) to your learners.

# About this unit / these units

This guide describes the delivery strategy for the following unit(s)

1. BSBSMB401 Establish legal and risk management requirements of small business

## Context

| Considerations for delivery | Descriptions |
| --- | --- |
| Target cohort/audience | *This unit is delivered as part of the Certificate IV in Fitness and the Certificate IV in New Small Business.* |
| Contextualisation | This unit has not been contextualised, and has been written with a range of examples to suit a broad audience. Teachers should provide additional examples relevant to the Qualification/Industry for which the students are training. |
| Delivery mode / location | Identify the delivery mode  Online / Blended/ Classroom / Jobsite |
| Delivery timeline | X sessions of Y hours per week for Z weeks  *1 session of 3 hours for 4 weeks* |
| Assessment strategy | Details on the assessment strategy are found in the Unit Assessment Guide. |
| Start date | Enter the start date for this cohorts delivery. E.g: 9th July 2018, continuous ongoing enrolments. |

# Resources required

The table below summarises the resources required for successful delivery of this unit

| Resources required | Resource outline |
| --- | --- |
| The Facilitator will need to provide: | **Materials**   * Student workbooks * Additional handouts * Unit assessment guide   **Equipment**   1. VC or Internet access for Skype 2. Software / PC access |
| TAFE will provide the student with: | * Student portal login details / Skype access * Student workbook |
| The student will need to provide: | * Computer or other digital device for study out of class time |

# Planning checklist

Prior to delivery of this unit, the facilitator should ensure that:

## All delivery modes

| All delivery modes | Description |
| --- | --- |
| Before students arrive to your classroom/ worksite/ location | 1. How do students contact you? 2. Become familiar with the unit delivery structure, resources and activities 3. Ensure you are familiar with the assessment requirements |
| During delivery |  |
| Post student completion |  |

## If delivering online

| If delivering online | Description |
| --- | --- |
| Before students gain access to live unit | 1. Ensure your details are displayed correctly on TAFE Digital Campus 2. Become familiar with the unit delivery structure, resources and activities 3. Ensure you are familiar with the assessment requirements |
| During delivery | 1. Respond to student emails 2. Check your inbox for assessment submissions. Submissions of assessment must be marked within X days. 3. Monitor group chat / forum spaces 4. Review student participation reports |
| Post student completion |  |

Section 2

Unit delivery strategy

# How to use this section

[This section will help you plan the methods the “nuts and bolts” of your unit delivery. Start by planning a snap shot or overview. Break this down to more detail via a session plan and finally into further detail via the session detail section. Session details planning is especially useful if you are the designer of this unit delivery by not the facilitator. ]

Use this section to outline the high, mid and finer level details of your proposed learning and assessment delivery methods.

# Unit delivery schedule

Below is a summary for the schedule for sessions delivered in this unit.

| Topic | Objectives | Session Content |
| --- | --- | --- |
| 1 | Business legal requirements  (8 hours) | * Student welcome * Overview of unit / General housekeeping * Introductory learning * Business structures * Legal requirements – employees * Codes and regulations * Record keeping * Taxation |
| 2 | Contracts  (2 hours) | * The law of contract * Terms * Rights and obligations * Discharging contracts |
| 3 | Business risks  (2 hours) | * Risk management plan * Risk assessment * Risk strategies * Monitoring and reviewing risks * Risk types |

Section 2

Session plans

This section provides a snap shot of each planned session. A “session” is a period of delivery that could be from as little as 1 hour, to a full day/s. This section should elaborate on the session overview details above. This section is “extractable” for easy reference by the facilitator within the learning environment.

# Sample session plan 1 - Welcome / Getting started

Before the session, check that you have:

* Adequate supply of student workbooks
* Working computer with bookmarked Youtube and websites for demonstration
* USB with Powerpoint slides

| Item | Start Time | Duration | Topic | Main points / Key messages | Activity and references | Resources required | Criteria addressed |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 9.00 | 15 min | Welcome | * Acknowledgment of Country * Housekeeping | * Icebreaker activity | * Name tags * Icebreaker worksheets | * PC1.1, PE2, KE3 |
|  | 9.15 | 10 min | Unit overview | * Introduction to the unit * Handout of relevant materials | * Discussion | * Student workbook * UAG |  |
|  | 9.25 | 30 | Introduction to legal requirements of small business | * Why do we study this unit? * Identify legal requirements of small business | * Students to select a small business * Discuss legal aspects of running a small business | * Student workbook * Relevant websites such as [www.asic.gov.au](http://www.asic.gov.au)   [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au) |  |
|  | 9.55 | 60 | Small business structures | * Explain each type of business structure * Advantages and disadvantages of each * Legal requirements of each | * Activity 1.1 from student workbook | * Student workbook * Relevant websites such as [www.asic.gov.au](http://www.asic.gov.au)   [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)   * Sample case studies |  |

# Session plan 2 - Heading

Before the session, check that you have:

* Done this task
* That task
* The other thing that you always forget about unless you look at this list for a prompt.

| Item | Start Time | Duration | Topic | Summary of main points | Activity | Resources required | Criteria addressed |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |

Add sessions as required

Section 3

Session detail

An optional section to elaborate in greater detail the sequence of each session and delivery of the learning experience

# Session 1 - Welcome / Getting started

## Welcome

| Item | Action | Detail |
| --- | --- | --- |
| Total Time |  | 15 minutes |
| 1 | View | Eg; Show Slide 1: PPT Presentation X / Adobe Connect room, Page XX of Learner Guide, Moodle screen X |
| 2 | Discuss | Elaborate on the main points of discussion   1. Acknowledgement of Country 2. Housekeeping: Location of bathrooms, break times, emergency procedures |
| 3 | Activity | Complete the following activity:   1. *Icebreaker:* Here are the instructions for a cool icebreaker to conduct with a face-to-face group of 10 or more students. |

## Unit overview

| Item | Action | Detail |
| --- | --- | --- |
| Total Time |  | 15 minutes |
| 1 | View | Eg; Show Slide 1: PPT Presentation X / Adobe Connect room, Page XX of Learner Guide, Moodle screen X |
| 2 | Discuss | Elaborate on the main points of discussion   1. Introduction to the unit    * Explain outcome of unit/s    * Point of discussion    * Point of discussion 2. Handout of relevant materials 3. Emphasise assessment requirements |
| 3 | Activity | Complete the following activity:   1. Review UAG and conduct a Q and A |
| 4 | Check / Assess | Students to participate in a self check activity |

# Session X – Topic heading

## Lesson heading

| Item | Action | Detail |
| --- | --- | --- |
| Total Time |  | X minutes |
| 1 | View | Show: |
| 2 | Discuss |  |
| 3 | Activity |  |