

## 41075 Prepare business documentation to support a business opportunity

<b>Kaupae   Level</b>	4
<b>Whiwhinga   Credit</b>	15
<b>Whāinga   Purpose</b>	<p>This skill standard is intended for people who want to prepare business documentation for a business opportunity.</p> <p>This skill standard will provide learners with the knowledge and skills to prepare, develop, and present business documentation to support a business opportunity.</p> <p>This skill standard can be used within programmes leading to the New Zealand Certificate in Business (Small Business) (Level 4) [Ref: 2457], or in other credentials.</p>

### Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

<b>Hua o te ako   Learning outcomes</b>	<b>Paearu aromatawai   Assessment criteria</b>
1. Determine the information required to support a business opportunity.	a. Describe the nature, context, and structure of a business opportunity.
	b. Identify documentation required to support a business opportunity.
2. Develop business documentation to support a business opportunity.	a. Identify stakeholder requirements relevant to a business opportunity.
	b. Source relevant information required for business documentation.
	c. Arrange and format relevant information required for business documentation in a logical sequence.
3. Present business documentation to support a business opportunity.	a. Present and justify information to meet stakeholder requirements and the purpose of the business document.

### Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

#### *Assessment specifications:*

Assessment must be conducted in real business context(s) and/or based on scenario(s) which must reflect the requirements and practicalities for conducting business in Aotearoa New Zealand.

Assessment materials should allow for learner, regional, cultural, or community contexts. For example, a learner may wish to be assessed in a context that includes te ao Māori perspectives such as mātauranga, and tikanga specific to them. Assessment materials refer to the assessment activities, judgement statements, learner evidence, model answers, and any other material that supports assessment to this standard.

The task or activity may relate to Te Tiriti o Waitangi. For guidance on Te Tiriti o Waitangi, please see [programme guidance documents](#).

In the context of this skill standard, the documentation may be used to support a business opportunity or business opportunities in general.

*Definition:*

*Business opportunity* refers to a situation where there is a chance to meet a need or a demand in a way that creates value for an organisation or its customers. A business opportunity may also be based on personal values, experiences, abilities, and interests.

**Ngā momo whiwhinga | Grades available**

Achieved.

**Ihirangi waitohu | Indicative content**

Information required to support a business opportunity

- business plan
  - objectives
  - vision
  - mission
  - finances
  - marketing
  - regulatory and compliance requirements
  - social responsibility.
- business strategy document
- tendering documentation
- financial
  - cash-flow
  - income statement
  - balance sheet
  - funding proposals.
- feasibility study
  - market demand and competition
  - SWOT analysis (Strengths, Weaknesses, Opportunities, Threats)
  - resource requirements.
- marketing documents
  - marketing plan
  - promotional materials.

- sales documents
  - sales forecast
  - pricing.
- operational documents
  - health and safety
  - supplier agreements or quotes
  - inventory and service delivery plan.
- ethical and inclusive practice documents
  - code of ethics
  - inclusion and diversity policy
  - stakeholder engagement plan
  - community impact statement.

#### Presenting documentation

- professional business documentation
- layout and design
- communication techniques
- presentation methods
- presentation skills.

#### Rauemi | Resources

- Business.govt.nz – [Resource Library](#)
- MBIE (Ministry of Business, Innovation & Employment) – [Small business and manufacturing.](#)
- Small Business New Zealand (SBNZ) – [Growing New Zealand Businesses Together | Small Business New Zealand.](#)

#### Pārongo Whakaū Kounga | Quality assurance information

<b>Ngā rōpū whakatau-paerewa  </b> Standard Setting Body	Services Industry Skills Board
<b>Whakaritenga Rārangi Paetae Aromatawai  </b> DASS classification	Business > Business Operations and Development > Small Business
<b>Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga  </b> CMR	0112

<b>Hātepe   Process</b>	<b>Putanga   Version</b>	<b>Rā whakaputa   Review Date</b>	<b>Rā whakamutunga mō te aromatawai   Last date for assessment</b>
<b>Rēhitatanga   Registration</b>	1	26 February 2026	N/A
<b>Kōrero whakakapinga   Replacement information</b>	N/A		
<b>Rā arotake   Planned review date</b>	31 December 2030		

Please contact Services Industry Skills Board at [qualifications@servicesisb.nz](mailto:qualifications@servicesisb.nz) to suggest changes to the content of this skill standard.