

Title	Produce an establishment plan for a small business opportunity		
Level	3	Credits	30

Purpose	<p>A person credited with this standard is able to produce an establishment plan for a small business opportunity.</p> <p>This unit standard has been developed primarily for assessment within programmes leading to the New Zealand Certificate in Business (Introduction to Small Business) (Level 3) [Ref: 2454].</p>
----------------	---

Classification	Business Operations and Development > Small Business
-----------------------	--

Available grade	Achieved
------------------------	----------

Guidance Information

- Unit standards in the Small Business domain are about the development and operation of a business, which could be owner-operator or could employ a small team.
- Assessment must be conducted in the context of a real or realistic small business, and in light of the requirements of that business. A *small business* can be a commercial or other enterprise, not necessarily for profit, and can be a discretely managed business unit within a larger organisation.

The requirements of the business refers to how the business is organised, how it operates, and how it meets its objectives. The requirements must include meeting the requirements of all relevant legislation and will address such areas as the business's:

- purpose and goals/objectives,
- future development,
- external operating environment,
- internal processes, accountabilities, and relationships.

The requirements of the business provide evidence for this unit standard.

The small business and its requirements must be sufficiently complex to enable demonstration of the full range of competence for achievement of the outcome, and to meet the descriptors for level 3 in the NZQF Level Descriptors, which are available at www.nzqa.govt.nz.

- 3 People, affective, and cognitive skills have been included in this standard as evidence requirements. These skills must not be addressed separately, but as part of an integrated assessment with the technical skills.
- 4 Definition
Behaviour refers to:
- for *professional*: attitudes, qualities and behaviours;
 - for *ethical*: widely accepted standards relating to compliance with the law, being honest in dealings, and showing respect for individuals, contracts, societal standards and institutions;
 - for *socially*: environmental, community and sustainability expectations;
 - for *culturally*: interpretations wider than just ethnicity.

Outcomes and performance criteria

Outcome 1

Produce an establishment plan for a small business opportunity.

Performance criteria

- 1.1 The establishment plan addresses issues in accordance with the requirements for the business.
- Range finance including funding sources, marketing, staffing and physical resources, environmental factors, ownership structure.
- 1.2 The establishment plan addresses integration of technology options to optimise the operation of the business, in accordance with the requirements of the business.
- 1.3 Potential stakeholders and the importance of business relationships with them are identified in terms of their contribution to the operation of the business.
- 1.4 Problem-solving and decision-making techniques contribute to the production of the establishment plan, in accordance with the requirements of the business.
- 1.5 Communication with stakeholders is effective in terms of the intention, medium, and audience, in accordance with the requirements of the business.
- Range communication – written and oral, with both internal and external stakeholders to the entity.
- 1.6 Legislation and other external requirements for the small business opportunity are identified, in accordance with the requirements of the business.

1.7 Self-management contributes to the production of the plan, in accordance with the requirements of the business.

Range self-management includes being proactive and may include – time-management, goal setting, prioritisation, consultation, reliability, task follow-up, self-assessment/reflection on performance, managing progress; evidence of five is required.

1.8 Behaviour is professional, ethical, and socially and culturally appropriate, in accordance with the requirements of the business.

Replacement information	<p>This unit standard was replaced by unit standard 32340 and unit standard 32341.</p> <p>This unit standard and unit standards 29055 and 29057, replaced unit standards 1989 and 1990.</p>
--------------------------------	---

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 May 2016	31 December 2022
Review	2	29 April 2021	31 December 2022

Consent and Moderation Requirements (CMR) reference	0113
--	------

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.