

Title	Develop a business plan for a small business		
Level	4	Credits	20

Purpose	<p>A person credited with this standard is able to develop a business plan for a small business.</p> <p>This unit standard has been developed primarily for assessment within programmes leading to the New Zealand Certificate in Business (Small Business) (Level 4) [Ref: 2457].</p>
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Classification	Business Operations and Development > Small Business
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Available grade	Achieved
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Guidance Information

- Unit standards in the Small Business domain are about the development and operation of a business that is either owner-operated or employs no more than twenty people.
- Assessment must be conducted in real business context(s) or based on scenario(s) which must reflect the requirements and practicalities for conducting business in Aotearoa New Zealand.

These *requirements and practicalities* must include meeting the requirements of all relevant legislation and should address such areas as the real business or scenario-based context's:

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

The requirements and practicalities of the context(s) provide evidence for this unit standard.

- The real business or scenario-based context(s) and their requirements and practicalities 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 4 in the NZQF Level Descriptors, which are available at www.nzqa.govt.nz.
- Definition**
Socially and culturally relates to ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi) and multi-culturalism in Aotearoa New Zealand.

Outcomes and performance criteria

Outcome 1

Develop a business plan for a small business.

Performance criteria

- 1.1 SMART objectives for the business are included in the business plan.
- 1.2 Financials, marketing, people and physical resources, environmental factors, technology, risk, sources of information and support, and skills and knowledge of the business owner and any staff are addressed in the business plan.
- 1.3 The needs of external stakeholders are met in the business plan.
- 1.4 Professional, ethical, and socially and culturally appropriate behaviour is maintained in the development of the business plan.
- 1.5 Business relationships with stakeholders are applied to the development of the business plan.
- 1.6 Problem-solving and decision-making techniques are applied to the development of the business plan.

Planned review date	31 December 2025
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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	N/A

Consent and Moderation Requirements (CMR) reference	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.