

Title	Plan the continuity of a small business		
Level	6	Credits	8

Purpose	A person credited with this unit standard is able to plan the continuity of a small business.
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Classification	Business Operations and Development > Small Business
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Available grade	Achieved
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Guidance Information

- 1 Unit standards in the Small Business domain are about the development and operation of a business, which could be owner-operated or could employ a small team.
- 2 Assessment must be conducted in the context of a real business, and in light of the requirements of that context. The business can be a commercial or other enterprise, not necessarily for profit.
- 3 Definitions
Contingency plan is an alternative to the business plan if the conditions change.
Scenario plan identifies options and possibilities under different conditions.
- 4 Range
Key risk areas may include – personal difficulties, loss or illness/injury of key people, sale of the business, disaster, external environmental factors, legislation, global issues, emerging technology, change in risk profile, succession planning.
- 5 Assessment of behaviour must address:
 - for *professional*: attitudes, qualities and behaviours;
 - for *ethical*: widely accepted standards relating to obeying 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

Plan the continuity of a small business.

Performance criteria

- 1.1 Key risk areas are identified and justified for the business context.
Range evidence of three key risk areas is required.
- 1.2 Scenario plans for risks for the business are developed.
Range evidence of three plans in different key risk areas is required.
- 1.3 A contingency plan is developed for the future of the business that identifies the risk and controls for managing the risk and is capable of implementation.
Range evidence of three risks in different key risk areas is required.
- 1.4 Professional, ethical, and socially and culturally appropriate behaviour is maintained.

Planned review date	31 December 2027
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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 2024
Rollover and Revision	2	29 April 2021	31 December 2024
Review	3	26 January 2023	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 Ringa Hora Services Workforce Development Council qualifications@ringahora.nz if you wish to suggest changes to the content of this unit standard.