

<b>Title</b>	<b>Plan the continuity of a small business</b>		
<b>Level</b>	<b>6</b>	<b>Credits</b>	<b>8</b>

<b>Purpose</b>	A person credited with this unit standard is able to plan the continuity of a small business.
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<b>Classification</b>	Business Operations and Development > Small Business
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<b>Available grade</b>	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 or realistic 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.

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

<b>Planned review date</b>	31 December 2023
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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	N/A
Rollover and Revision	2	29 April 2021	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	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](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.