

# ASSESSMENT PLAN

Participant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Course Name: \_\_\_\_\_ ***BSB30307 Certificate III in Micro Business Operations*** \_\_\_\_\_

Please fill in the section below:

<p>1. Do you consider yourself to have a permanent or significant disability? <span style="float: right;">Yes    No</span></p> <p>If no, proceed to question 2</p> <p>a) If yes, specify type of disability:</p> <p>_____</p> <p>_____</p> <p>b) Do you require special assistance because of the disability? <span style="float: right;">Yes    No</span></p>
<p>2. Are you claiming any RPL in this course? (Please ask admin for our RPL Policy) <span style="float: right;">Yes    No</span></p> <p>a) If yes, specify for which Unit of Competence(s) you are seeking recognition:</p> <p>_____</p> <p>_____</p>
<p>3. Please review the assessment plan with the help of your Trainer/Assessor and place your signature on the bottom of the following page.</p>

## Assessment Plan

Trainer / Assessor Name		Inu Rana	Student Name			
Delivery Year		2012	Delivery Mode		Classroom - based	
Please tick appropriate units	Unit Code	Unit Name	Learning Resources	Learning Activities	Assessment Methods	Comments
√	BSBCUS301B	<b>Deliver and monitor a service to customers</b>	IBR Guide Module 4	Group discussions; In-class small quizzes; Group activities; Projects	Written assessments; Oral questioning; Quiz; Observation; Business Plan	
√	BSBFIA301A	<b>Maintain financial records</b>	IBR Guide Module 6	Group discussions; In-class small quizzes; Group activities; Projects	Written assessments; Oral questioning; Quiz; Observation; Business Plan	
√	BSBSMB301A	<b>Investigate micro business opportunities</b>	IBR Guide Module 1	Group discussions; In-class small quizzes; Group activities; Projects	Written assessments; Oral questioning; Quiz; Observation; Business Plan	
√	BSBSMB302A	<b>Develop a micro business proposal</b>	IBR Guide Module 2	Group discussions; In-class small quizzes; Group activities; Projects	Written assessments; Oral questioning; Quiz; Observation; Business Plan	
√	BSBSMB303A	<b>Organise finances for the micro business</b>	IBR Guide Module 6	Group discussions; In-class small quizzes; Group activities; Projects	Written assessments; Oral questioning; Quiz; Observation; Business Plan	
√	BSBSMB304A	<b>Determine resource requirements for the micro business</b>	IBR Guide Module 5	Group discussions; In-class small quizzes; Group activities; Projects	Written assessments; Oral questioning; Quiz; Observation; Business Plan	
√	BSBSMB305A	<b>Comply with regulatory, taxation and insurance requirements for the micro business</b>	IBR Guide Module 3	Group discussions; In-class small quizzes; Group activities; Projects	Written assessments; Oral questioning; Quiz; Observation; Business Plan	
√	BSBSMB306A	<b>Plan a home based business</b>	IBR Guide Module 2	Group discussions; In-class small quizzes; Group activities; Projects	Written assessments; Oral questioning; Quiz; Observation; Business Plan	
√	BSBSMB403A	<b>Market the small business</b>	IBR Guide Module 4	Group discussions; In-class small quizzes; Group activities; Projects	Written assessments; Oral questioning; Quiz; Observation; Business Plan	
√	BSBWOR301B	<b>Organise personal work priorities and development</b>	IBR Guide Module 5	Group discussions; In-class small quizzes; Group activities; Projects	Written assessments; Oral questioning; Quiz; Observation; Business Plan	
	Other(s):					

Participant Signature: \_\_\_\_\_

Assessor Signature: \_\_\_\_\_