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| **SBL41** | **Prepare business documentation for business opportunity/ies** |

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| **Kaupae |** Level | 4 |
| **Whiwhinga |** Credit | 15 |
| **Whāinga |** Purpose | This skill standard is intended for those who can prepare documentation for business opportunity/ies.  This skill standard will provide learners with the knowledge and skills to prepare, develop, and present documentation to support business opportunity/ies.  This skill standard can be used within programmes leading to the New Zealand Certificate in Business (Small Business) (Level 4) [Ref: 2457], other business programmes, and as a standalone credential. |

**Hua o te ako me Paearu aromatawai |** Learning outcomes and assessment criteria

| **Hua o te ako |** Learning outcomes | **Paearu aromatawai |** Assessment criteria |
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| 1. Determine the information required to support a business opportunity/ies. | 1. Explain the nature, context, and structure of a business opportunity/ies. |
| 1. Identify documentation required to support a business opportunity/ies. |
| 1. Develop business document(s) to support a business opportunity/ies | 1. Identify stakeholder requirements relevant to a business opportunity/ies. |
| 1. Source relevant information required for business document(s) to support a business opportunity/ies. |
| 1. Arrange and format relevant information required for business document(s) in a logical sequence. |
| 1. Present business document(s) to support a business opportunity/ies | 1. Present and justify information to meet stakeholder requirements and the purpose of the business document. |

**Pārongo aromatawai me te taumata paearu |** Assessment information and grade criteria

*Assessment specifications:*

Assessment must be conducted in real business context(s) and/or based on scenario(s) which must reflect the requirements and practicalities for conducting business in Aotearoa New Zealand.

Assessment materials should allow for learner, regional, cultural, or community contexts.    
For example, a learner may wish to be assessed in a context that includes te ao Māori perspectives such as mātauranga, and tikanga specific to them.

The task or activity may relate to Te Tiriti o Waitangi. For guidance on Te Tiriti o Waitangi, please see [programme guidance documents](https://ringahora.nz/qualifications-and-assurance/programme-endorsement/programme-guidance-documents-for-providers-developing-programmes/).

*Definitions*

*Assessment materials* refer to the assessment activities, judgement statements, learner evidence, model answers, and any other material that supports assessment to this standard.

***Ngā momo whiwhinga |*** *Grades available*

Achieved

**Ihirangi waitohu |** Indicative content

Information required to support a business opportunity

* Business plan
  + Objectives
  + Vision
  + Mission
  + Finances
  + Marketing
  + Regulatory and compliance requirements
  + Social responsibility
* Business strategy document
* Tendering documentation
* Financial
  + Cash-flow
  + Income statement
  + Balance sheet
  + Funding proposals
* Feasibility study
  + Market demand and competition
  + SWOT analysis
  + Resource requirements
* Marketing documents
  + Marketing plan
  + Promotional materials
* Sales documents
  + Sales forecast
  + Pricing
* Operational documents
  + Health & Safety
  + Supplier agreements or quotes
  + Inventory and service delivery plan
* Ethical and inclusive practice documents
  + Code of ethics
  + Inclusion and diversity policy
  + Stakeholder engagement plan
  + Community impact statement.

Presenting documentation

* Professional business documentation
* Layout and design
* Communication techniques
* Presentation methods
* Presentation skills

**Rauemi |** Resources

* Small Business New Zealand (SBNZ) - [Growing New Zealand Businesses Together | Small Business New Zealand](https://www.sbnz.co.nz/?utm_source=chatgpt.com)
* MBIE (Ministry of Business, Innovation & Employment) - [MBIE](https://www.mbie.govt.nz/business-and-employment/business/support-for-business/small-business-and-manufacturing?utm_source=chatgpt.com)
* Business.govt.nz - [Tools and resources — business.govt.nz](https://www.business.govt.nz/tools-and-resources)

**Pārongo Whakaū Kounga |** Quality assurance information

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| **Ngā rōpū whakatau-paerewa |** Standard Setting Body | Ringa Hora Workforce Development Council |
| **Whakaritenga Rārangi Paetae Aromatawai |** DASS classification | Business > Business Operations and Development > Small Business |
| **Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga |** CMR | 0112 |

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| **Hātepe |** Process | **Putanga |** Version | **Rā whakaputa |** ReviewDate | **Rā whakamutunga mō te aromatawai |** Last date for assessment |
| **Rēhitatanga |** Registration | 1 | 31 December 2030 | N/A |
| **Kōrero whakakapinga |** Replacement information | N/A | | |
| **Rā arotake |** Planned review date | 31 December 2030 | | |

Please contact Ringa Hora Workforce Development Council at [qualifications@ringahora.nz](mailto:qualifications@ringahora.nz) to suggest changes to the content of this skill standard.