

## BSBOPS301 Maintain business resources

Learner instructions to be placed here and submission requirement(s) as per policy / SOP of institute.

This assessment consists of two components, a knowledge assessment and a performance assessment. You must get 100% in both components to be deemed competent.

### Knowledge Assessment

Short answers

Answer the following questions to demonstrate an understanding of how to maintain business resources.

Question 1

Describe a law relating to maintaining business resources and describe its aim (Word suggestion amount: 90). Hint: Use Activity 10 to help guide your answer.

Name of law:

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Aim of law:

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Question 2:

Describe how a business uses plans, policies and procedures to acquire resources within the workplace (Word suggestion amount: 50) Hint: Use Activity 9 to help guide your answer.

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3. Once a business acquires a resources it has to handle them and also store them. Describe what factors are involved with this takes place		
4. You have purchased resources and they are now stored in your organisation. Explain why the business would have a Standard Operating Procedure for keeping records of resources safe		

Assessor Comments:

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## Skills Assessment

### Overview

In this assessment task you are to create a report to demonstrate your abilities in advising others on resources requirements, acquiring resources and monitoring resource usage. You are going to choose business that you are familiar with and select three business resources following the business' resource usage policy to collect data on, evaluate how much you use and monitor their usage over a period of time.

### Instructions

Step 1: Choose a business and its resources you are going to acquire and monitor.

Choose a business you will you use for this project and write down three resources you are going to monitor. Describe the business as you did in Activity 2 and 3.

Step 2: Calculate resource needs

Create a table and choose a time period. E.g. 1 month. State what the resource is, how much was required and over what time period. See the table below as an example.

<b>Resource required</b>	<b>Amount used</b>	<b>State date and finish date</b>
<i>Plastic wrapping</i>	<i>1000 pages</i>	<i>4/5/2022 – 4/6/2022</i>
<i>Packaging</i>	<i>120 packets</i>	<i>4/5/2022 – 4/6/2022</i>
<i>Fertiliser</i>	<i>15.3 KG</i>	<i>4/5/2022 – 4/6/2022</i>

selected the suppliers that you chose. You have to complete one table for every resource that you choose and select the suppliers you have chosen for the resources desired (Step 4).

<b>Business Resource chosen (Insert here)</b>	<b>Supplier 1</b>	<b>Supplier 2</b>	<b>Supplier 3</b>
<b>Cost</b>			
<b>Price of resource</b>			
<b>Quantity obtained</b>			
<b>Supply costs</b>			
<b>Operating costs</b>			
<b>Training costs</b>			
<b>Additional cost #1</b>			
<b>Additional cost #2</b>			
<b>Additional cost #3</b>			
<b>Benefit</b>			
<b>Feedback from others</b>			
<b>Supplier terms and conditions</b>			
<b>Resource availability (possible shortages)</b>			
<b>Additional Benefit #1</b>			
<b>Additional Benefit #1</b>			
<b>Additional Benefit #1</b>			

Explain how keep track of business resources so they do not run out. Do you give a visual check, do you write them down into a logbook, are the business resources entered into a computer system? Complete documentation to show how you do this and attach it here. Compare this documentation to what you estimated usages was in Step 2. Show the difference between your planned to actual usage.

Note: Use Activity 11 to help guide your response.

### Assessor marking

Student successfully shown that they can perform;

Activity	Satisfactory	Not satisfactory
Step 1: Choose a business and its resources you are going to acquire and monitor.		
Step 2: Calculate resource needs		
Step 3: Determine future business requirements		
Step 4: Conduct research to provide resource advice		
Step 5: Conduct a cost-benefit analysis		
Step 6: Purchase and receive business resources		
Step 7: Store resources that have arrived and discuss with work colleagues		
Step 8: Review business resources ordering process		
Step 9: Keeping track of business resources		

Assessor Comments:

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