

## 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

List 3 different laws relating to maintaining business resources and describe the main parts of them (Word suggestion amount: 90).

Name of law 1:

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Aim of law:

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Name of law 2:

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Aim of law:

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Question 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 (Word suggestion amount: 50).

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**Assessor marking**

Student successfully shown that they know how about;

Question	Satisfactory	Not satisfactory
1. List 3 different laws relating to maintaining business resources and describe the main parts of them		
2. Describe how a business uses plans, policies and procedures to acquire resources within the workplace		
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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Follow the template below to show your research conducted.

Business Resource Name:
Supplier Details:
Business name:
Address:
Phone number:
Website (if available):
Business resources supplied:
Price of resource and quantity supplied:
Shipping cost to business:
Payment terms and conditions:
Review by others on business resource chosen:
Comments by supplier during phone call:

**Step 5: Conduct a cost-benefit analysis**

You are to make a decision on what supplier you have chosen and why you chose them. This is shown in the form of a cost-benefit analysis. Fill in the table below to show how you 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>Supplier 1</b>	<b>Supplier 2</b>	<b>Supplier 3</b>
<b>Business Resource chosen (Insert here)</b>			
<b>Price of resource</b>			
<b>Quantity obtained</b>			
<b>Supply costs</b>			
<b>Feedback from other</b>			
<b>Supplier terms and conditions</b>			
<b>Resource availability</b>			

### Step 8: Review business resources ordering process

Reflect on the ordering process that you have followed. Was it easy to understand? Did you receive the items that you ordered? Do you have need approval by another team member? Where the items delivered on time and to agreed quality standards? Note down how you would like the process to be improved in the future.

### Step 9: Keep tracking of business resources

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.

### 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: Keep tracking of business resources		

Assessor Comments:

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