

The Business Legal Life Cycle | Learning Objectives and Assessment tasks

Module	Topic	Learning Objectives	Assessment tasks
1	Start-up Business	<ol style="list-style-type: none"> 1. Understand legal liability of different structures and how to identify issues? 2. Identify the key director's responsibilities and liabilities 3. Explore the common mistakes when becoming a franchisee 	<ol style="list-style-type: none"> 1. What are the top 3 legal risks for a business to be run as a sole trader? 2. List the top 2 risks for your client's in becoming a franchisee 3. Identify up to 3 SMART actions in relation to your learnings from this module and add to your SMART action list.
2	Client Engagement	<ol style="list-style-type: none"> 1. Understand how to properly engage your clients 2. Identify the key parts of the debt recovery process 3. Explore the common mistakes when engaging with clients 	<ol style="list-style-type: none"> 1. What are the top 3 problems in the engagement process? 2. Give 3 examples of risks that you may have in your client engagement process? 3. Identify up to 3 SMART actions in relation to your learnings from this module and add to your SMART action list.
3	Workplace Policies	<ol style="list-style-type: none"> 1. Understand why you need workplace policies 2. Identify the key parts of the workplace policies. 3. Explore the common mistakes with workplace policies 	<ol style="list-style-type: none"> 1. What are the top 3 reasons you need workplace policies? 2. Give 3 examples of workplace policies? 3. Identify up to 3 SMART actions in relation to your learnings from this module and add to your SMART action list.
4	Intellectual Property	<ol style="list-style-type: none"> 1. Understand the different types of Intellectual Property 2. Know when to register a trademark 	<ol style="list-style-type: none"> 1. What are the top 3 reasons you can use copyright work for fair use? 2. Give 2 times when would you register a trademark?

		3. Explore the common misunderstandings with intellectual property	3. Identify up to 3 SMART actions in relation to your learnings from this module and add to your SMART action list.
5	Business Investors	<ol style="list-style-type: none"> 1. Explore what to look out for in an investor? 2. What are the key elements for a shareholder's agreement? 3. Explore the common mistakes in agreements with investors. 	<ol style="list-style-type: none"> 1. What are the top 3 concerns to look out for when bringing in an investor? 2. Give 3 items that should be included in a shareholder's agreement? 3. Identify up to 3 SMART actions in relation to your learnings from this module and add to your SMART action list.
6	Business Expansion	<ol style="list-style-type: none"> 1. What to look out for when you expand your business 2. What are the key elements for a franchise document? 3. Explore the common mistakes in licensing Intellectual Property to third parties. 	<ol style="list-style-type: none"> 1. What are 3 ways that you can expand your business? 2. Give 3 items that should be included in a franchise agreement? 3. Identify up to 3 SMART actions in relation to your learnings from this module and add to your SMART action list.
7	Estate Planning	<ol style="list-style-type: none"> 1. What are the key documents in the estate plan? 2. What we look out for when doing an estate plan for a business owner? 3. Explore the common mistakes in estate planning for business owners. 	<ol style="list-style-type: none"> 1. What are 3 important documents for the estate planning process? 2. Give 3 reasons that you should have a power of attorney? 3. Identify up to 3 SMART actions in relation to your learnings from this module and add to your SMART action list.
8	Property Investment	<ol style="list-style-type: none"> 1. What are the important factors to consider when buying a property? 2. What goes into a proper due diligence? 	<ol style="list-style-type: none"> 1. What are 3 important things to consider when buying a property? 2. Give 3 considerations to make in due diligence?

		3. Explore the common mistakes in investing in property.	3. Identify up to 3 SMART actions in relation to your learnings from this module and add to your SMART action list.
9	Dispute Resolution	<ol style="list-style-type: none"> 1. What are the important factors to consider before starting litigation? 2. What to do if your client is sued? 3. Explore the different dispute resolution options 	<ol style="list-style-type: none"> 1. What are 3 important things to consider before starting litigation? 2. Name 3 types of dispute resolution 3. Identify up to 3 SMART actions in relation to your learnings from this module and add to your SMART action list.
10	Business Sale	<ol style="list-style-type: none"> 1. What is a buyer looking for when buying a business? 2. Understand the selling process 3. Explore the common mistakes when selling part of a business 	<ol style="list-style-type: none"> 1. What are 3 important things to consider when selling a business? 2. Identify 2 issues that can arise in the sale process? 3. Identify up to 3 SMART actions in relation to your learnings from this module and add to your SMART action list.
11	Retirement Planning	<ol style="list-style-type: none"> 1. What are the advantages and disadvantages of a buyout period? 2. Using SMSF's to invest in property 3. What do business owners miss when setting up for retirement? 	<ol style="list-style-type: none"> 1. What are 3 advantages of a buyout period? 2. Identify 2 issues that can arise in buying property in your SMSF? 3. Identify up to 3 SMART actions in relation to your learnings from this module and add to your SMART action list.
12	Insolvency and Bankruptcy	<ol style="list-style-type: none"> 1. What is the insolvency process for a company? 2. What is the bankruptcy process for individuals? 	<ol style="list-style-type: none"> 1. What are the criteria to deregister a company? 2. Identify 2 issues that can arise as a consequence of declaring bankruptcy

		3. Common mistakes in the insolvency process	3. Identify up to 3 SMART actions in relation to your learnings from this module and add to your SMART action list.
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