

Course Outline

BSB30307 Certificate III in Micro Business Operations

This qualification reflects the role of skilled operators who apply a broad range of competencies in varied micro business contexts, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a small team.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Independent Contractor
- Micro Business Operator.

There are no specific pre-requisites for this qualification, however some language, literacy and numeracy skills will be required; if this poses any difficulty at all, discuss with your Work Plus Development + Training contact person, with your workplace supervisor or take advantage of the programs offered by Work Plus Development + Training (refer participants guide).

Work Plus Development + Training use a number of different approaches to facilitate learning and assessment for this qualification. Flexibility

In order to ensure that the business and the individuals gain the most out of this qualification, a flexible approach is taken by Work Plus Development + Training, which includes:

Undertaking a Training Needs Analysis with the business and the individuals

Negotiating the “Planned Outcomes” with the business and the individuals

Conducting all learning and assessment activities at dates, times and locations suitable to all involved

Please ask your Work Plus Development + Training representative to provide you with any further information that you require – qualification rules on following page.

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Work Plus Development + Training representative today**

Certificate III in Micro Business Operations – the qualification rules

Requiring 10 units for the qualification.

Five core units:

- BSBSMB301A Investigate micro business opportunities
- BSBSMB302A Develop a micro business proposal
- BSBSMB303A Organise finances for the micro business
- BSBSMB304A Determine resource requirements for the micro business
- BSBSMB305A Comply with regulatory, taxation and insurance requirements for the micro-business

Five Elective units

The **5 elective units** may be selected from the elective units listed below and/or a Certificate III qualification from any endorsed Training Package, of which 1 unit may be selected from a Certificate II or Certificate IV qualification.

- BSBCRT301A Develop and extend critical and creative thinking skills
- BSBCRT501A Originate and develop concepts
- BSBCUS301A Deliver and monitor a service to customers E-Business
- BSBEBU401A Review and maintain a website
- BSBFIA301A Maintain financial records
- BSBFIA303A Process accounts payable and receivable
- BSBHRM402A Recruit, select and induct staff
- BSBINN301A Promote innovation in a team environment
- BSBINT303B Organise the importing and exporting of goods
- BSBITU305A Conduct online transactions
- BSBREL401A Establish networks
- BSBSMB306A Plan a home-based business
- BSBSMB307A Set up information and communications technology for the micro business
- BSBWOR301A Organise personal work priorities and development
- BSBWOR302A Work effectively as an off-site worker
- FNSFLIT201B Develop and use a personal budget

Pathways from the qualification

After achieving the BSB30307 Certificate III in Micro Business Operations, candidates may undertake the BSB40407 Certificate IV in Small Business Management.

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