



## BSB30307 Certificate III in Micro Business Operations

### Course Overview

The Certificate III in Micro Business Operations 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 or support to a small team.

This development program is offered through face-to-face delivery with the participant undertaking learning activities through observation of the performance of workplace duties, class room sessions and workshops.

An initial induction into the program is provided at the time of enrolment when we assess and recognise existing skills the participant may possess.

This enables them to receive advanced-standing in the program and allows us to focus on the skills they need to develop. A coach is allocated to the participant and is available on-line or by phone Monday to Friday during working hours. Assessments are completed and submitted on-line to our qualified assessors who provide feedback in a timely manner.

### Target Audience

- Independent Contractor
- Micro Business Operator

### Registration and Enquiries

Time required to complete the qualification:  
2 years full-time or up to 4 years part-time.  
Average time to complete: 6 months

This qualification is nationally recognised and portable throughout Australia. Federal government incentives of up to \$4,000.00 per participant may apply subject to meeting eligibility criteria and completion of qualifications.



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### Total Number of Units Required for Qualification – 10

#### 5 Core units required:

- 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

#### **Elective Units - Select 5 units** (appropriate to the trainee's role):

- BSBCUS301A Deliver and monitor a service to customers
- 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
- BSBITU305A Conduct online transactions
- BSBREL401A Establish networks

- BSBSUS301A Implement and monitor environmentally sustainable work practices
- BSBWOR301A Organise personal work priorities and development
- BSBWOR302A Work effectively as an off-site worker
- FNSFLIT201B Develop and use a personal budget

**Contact IPS Institute to organise enrolment today.**

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