

Certificate III in Micro Business Operations

BSB30307

Overview

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.

Qualification Requirements

Total number of units = 10

5 core units as listed below

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|------------|--|
| 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 |

Plus 5 **elective units**

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.

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|------------|--|
| BSBCRT301A | Develop and extend critical and creative thinking skills |
| BSBCRT501A | Originate and develop concepts |
| BSBCUS301A | Deliver and monitor a service to customers |
| BSBEBU401A | Review and maintain a website |
| BSBFIA301A | Maintain financial records |
| BSBFIA302A | Process accounts payable and receivable |



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|-------------|---|
| 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 |



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Level 3, Endeavour House
2-10 Captain Cook Crescent
Manuka ACT 2603 Ph: (02) 6260 6677

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