

# BUSINESS

*Launch your small business  
into the future*



*idea → plan → action*

**This qualification will develop your skills including business planning, financial and legal obligations, marketing and networking. This is an ideal business course for a small business owner.**

**This course covers essential skills such as:**

- Business planning
- Financials & legal
- Marketing & networking

## BSB30315 Certificate III in Micro Business Operations

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

### COURSE ENTRY REQUIREMENTS

There are no entry requirements for this qualification.

Illawarra ITeC require students to have average english, reading and writing skills, or higher and should have completed Year 10 or above schooling, or have sound workplace written communication skills. Participants will be required to complete a Language, Literacy & Numeracy (LLN) Assessment prior to enrolment.

### UNITS OF STUDY

To be awarded a full qualification in Certificate III in Micro Business - BSB30315 you will need to be assessed as competent in 5 core plus 5 elective units of competency (10 units of competency). A Statement of Attainment will be issued for units deemed competent if a full qualification is not achieved.

### BSB30315 - Certificate III in Micro Business Operations

UNIT CODE	UNIT NAME
BSBSMB301	Investigate micro business opportunities
BSBSMB302	Develop a micro business proposal
BSBSMB303	Organise finances for the micro business
BSBSMB304	Determine resource requirements for the micro business
BSBSMB305	Comply with regulatory, taxation and insurance requirements for the micro business
BSBSMB402	Plan small business finances
BSBFIA301	Maintain financial records
BSBCUS301	Deliver and monitor a service to customers
BSBWOR301	Organise personal work priorities and development
BSBREL401	Establish networks



### Job Roles & Career Opportunities:

- Home Business
- Independent Contractor
- Micro Business Operator
- Small Business Manager

## **DELIVERY OPTIONS**

- **Class Based 3 days / week up to 9 months**
- **Mixed Mode flexible delivery up to 12 months including correspondence, mentoring and regular workshops.**

**It is not compulsory that you attend the face to face workshops**, however it will assist you in completing the units and therefore it is recommended you attend whenever possible. If applicable, workplace visits from your trainer may be organised if you can not attend the workshops, please discuss options with your Trainer or ITeC's Training Coordinator Rebecca Radic.

Sometimes you will commence learning more than one unit on the same day because some units may contain information that is relevant to other unit/s however they may have different assessment dates due to the learning requirements for individual units.

A Training Plan will be developed for each participant to meet individual needs and workplace assessment will be arranged if required.

**Recognition of Prior Learning (RPL):** The skills, knowledge and experience you have gained from your previous learning, work experience and life in general may be taken into account. To apply for Recognition of Prior Learning in one or more units you must clearly show that you have the equivalent and relevant skills, knowledge and experience of the unit or group of units.

**Credit Transfer:** If you have successfully completed exactly the same unit of competency or a unit similar in content and outcome to one in your current course, your previous result may be transferred (Credit Transfer). Your assessor will decide whether you are able to receive an automatic Credit Transfer.

## **STUDENT SUPPORT**

The Illawarra ITeC is committed to ensuring that all students are offered:

- Practical and reasonable support to complete their qualification.
- Guidance on career paths.
- Training and Assessment that is flexible to meet clients needs.
- Students will receive regular support and assistance from their mentor or trainer.
- Language, Literacy and Numeracy (LLN) is assessed prior to beginning a course and students are offered support through learning and assessment that may include both internal support and referral to external support providers.

## **Unique Student Identifier (USI)**

It is a requirement that all students completing a nationally recognised VET Qualification or Statement of Attainment have a Unique Student Identifier (USI) prior to enrolment. If you have not yet obtained a USI, you can apply for it directly at <http://www.usi.gov.au/create-your-usi>.

## **COURSE FEES**

*Training Funded under NSW Smart and Skilled. This training is subsidised by the NSW Government.*

*To be eligible to enrol in a government-subsidised course with an approved Smart & Skilled training provider you must answer 'Yes' to all these questions:*

*Are you:*

- *15 years old or over?*
- *no longer at school?*
- *living or working in NSW?*
- *an Australian citizen, Australian permanent resident, humanitarian visa holder or New Zealand citizen?*

This course is also offered on a fee for service basis for people not eligible for government funding.

Contact Illawarra ITeC to check:

Course fees and eligibility (*Concessions and fee exemptions may be applicable*).

Smart and Skilled Fee Free Scholarships

ITeC also has:

Course Payment Plans available

Financial Hardship Scholarships

*(Conditions apply)*

**Please feel free to contact Illawarra ITeC for more information:**

**Phone: 02 4223 3100 or Email: [itec@illawarraitec.com.au](mailto:itec@illawarraitec.com.au)**