

**BSB30307**

**Certificate III in Micro  
Business Operations**



**ELECTUS**

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|------------------------------|---|
| <b>Qualification:</b>        | Nationally recognised Certificate III in Micro Business Operations  |
| <b>Course overview:</b>      | 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.                               |
| <b>Government Funding:</b>   | This qualification is available under a Contract of Training (Traineeship) and may attract government funding through:  |
| <b>Prerequisite:</b>         | None.   |
| <b>Content:</b>              | 10 units of competency  |
| <b>Delivery duration:</b>    | Classroom and on-the-job mentoring and assessment – 12 months and/or Recognition of Prior Learning (RPL) – 6 months<br><br>If you have worked in the workplace for sometime and have the requisite skills and knowledge you may apply and submit evidence to gain this qualification via the RPL process. |
| <b>Study Pathways:</b>       | As a graduate of this course you are eligible to enrol in: <ul style="list-style-type: none"><li>• Certificate IV Qualifications</li></ul>  |
| <b>Career Opportunities:</b> | Graduates will gain the skills and knowledge for administrative support roles such as: <ul style="list-style-type: none"><li>• Independent Contractor</li><li>• MicroBusiness Operator</li></ul>  |

**Qualification Program**

Students must gain competency in 10 units to qualify for Certificate III in Micro Business Operations.

Electus provides you with a Certificate III in Micro Business Operations qualification that acknowledges your skills and knowledge in the area of your management interest.

Electus delivers a learning pathway from Certificate III to Diploma levels in the business and management field.

The following table summarizes the Units of Competency covered in the Certificate IV in Business Management.

| <b>Unit Title</b>   |
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| <b>Core</b>   |
| <b>Investigate micro business opportunities</b>               |
| <b>Develop a micro business proposal</b>                      |
| <b>Organise finances for the micro business</b>               |
| <b>Determine resource requirements for the micro business</b> |
| <b>Comply with regulatory, taxation and insurance</b>         |
| <b>Elective</b>   |
| Organise personal work priorities and development             |
| Create electronic presentations                               |
| Deliver and monitor a service to customers                    |
| Produce spreadsheets  |
| Design and produce business documents                         |

### Employability Skills for BSB30307: Certificate III in Micro Business Operations

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

| Employability Skill       | Industry/enterprise requirements for this qualification include  |
|---------------------------|--|
| Communication             | <ul style="list-style-type: none"> <li>interpreting the needs of customers and markets</li> <li>persuading key business stakeholders effectively</li> <li>reading, interpreting and clarifying regulatory, taxation, financial and other business documentation</li> </ul>                             |
| Teamwork                  | <ul style="list-style-type: none"> <li>applying teamwork skills to a range of micro business situations</li> <li>working with diverse individuals and groups</li> </ul>  |
| Problem solving           | <ul style="list-style-type: none"> <li>seeking information and advice to identify and solve problems</li> <li>using numeracy skills to calculate own financial position and projected cash flow for the business</li> </ul>  |
| Initiative and enterprise | <ul style="list-style-type: none"> <li>developing innovative solutions to workplace challenges</li> <li>identifying micro business opportunities</li> <li>translating business ideas into a viable micro business proposal</li> </ul>  |
| Planning and organising   | <ul style="list-style-type: none"> <li>collecting and analysing information about market needs</li> <li>determining the required resources to establish the micro business</li> <li>taking action to ensure that the business complies with taxation and business registration requirements</li> </ul> |
| Self management           | <ul style="list-style-type: none"> <li>having personal goals and aspirations for the micro business</li> <li>managing own time and priorities</li> <li>taking personal responsibility for development of the business proposal</li> </ul>  |
| Learning                  | <ul style="list-style-type: none"> <li>seeking assistance and expert advice on financial, taxation and insurance requirements of the business</li> <li>seeking out and learning new ideas, skills and techniques</li> </ul>  |
| Technology                | <ul style="list-style-type: none"> <li>applying business technology for communication, preparing a proposal, budgeting and compliance</li> <li>choosing, using and maintaining machinery and equipment for the micro business</li> </ul>   |

## Training Program

Your training program will take approximately 12 months to complete and will be customised to suit your requirements and timetable. It will be a combination of:

- Classroom training sessions
- One-on-one training sessions
- Workplace experience
- Mentoring
- Assignments
- Review sessions

Throughout the training program you will have formal review and assessment sessions to ensure that the elements of competency are being achieved and to ensure that your skill development is progressing as planned.

## The role of Electus (your RTO)

Electus will have the multiple roles of co-ordinator, trainer, assessor and mentor. Electus will be responsible for:

- Co-ordinating your training and assessment program
- Monitoring training and skills development progress and provide assistance to you where necessary
- Delivering classroom training as per your training plan
- Visiting you in the work place to provide on-the-job mentoring and coaching
- Visiting you in the work place to conduct on-the-job assessments
- Checking your portfolio of evidence and developing an action plan for the next on-the-job training and assessment period.
- Providing support and advice throughout the training and assessment program

## Your role

It is expected that you will:

- Undertake all training sessions and complete all assessment assignments as per your training program
- You will make every effort to achieve the competencies specified in your training plan.
- Maintain the records of assessment in your training manual.
- Submit assignments by agreed due dates.
- Immediately discuss any problems relating to your training program with your assessor or workplace supervisor.

## Simulated Work Environment

If you are currently unemployed Electus will provide you with a simulated work environment enabling you to study and complete assignments.

## Sample Training Programs

The following sample training programs provide you with an outline of training courses, mentoring sessions and assessment sessions that are likely to be included in your customised training program.

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**Electus– Now offering 44 nationally recognised qualifications**

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