



Australian Government

Department of Education, Employment and Workplace Relations

BSB30307 Certificate III in Micro Business Operations

Revision Number: 1

BSB30307 Certificate III in Micro Business Operations

Modification History

Not applicable.

Description

Descriptor

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

- Independent Contractor
- Micro Business Operator.
-

Pathways Information

Qualification Pathways

Entry requirements

There are no entry requirements for this qualification.

Pathways into the qualification

Candidates may enter the qualification through a number of entry points including:

- with personal or vocational experience in a specific industry
- with vocational experience in a specific industry and an industry specific qualification.

Pathways from the qualification

After achieving this qualification candidates may undertake:

- BSB40407 Certificate IV in Small Business Management.
-

Licensing/Regulatory Information

Licensing, Legislative, Regulatory or Certification Considerations

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

Entry Requirements

Not applicable.

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

Qualification Code and Title

The following table contains a summary of the Employability Skills required by industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

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

Packaging Rules

Packaging Rules

Total number of units = 10

5 core units plus

5 elective units

The **5 elective units** may be selected from the elective units listed below and/or a Certificate III qualification from any currently endorsed Training Package or accredited course at the same qualification level. If not listed below **1 elective unit** may be selected from a Certificate II or Certificate IV qualification.

Electives must be relevant to the work outcome, local industry requirements and the qualification level.

Core units

Small and Micro Business

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

Creative Thinking

| | |
|------------|--|
| BSBCRT301A | Develop and extend critical and creative thinking skills |
| BSBCRT501A | Originate and develop concepts |

Customer Service

| | |
|------------|--|
| BSBCUS301A | Deliver and monitor a service to customers |
|------------|--|

E-Business

| | |
|------------|-------------------------------|
| BSBEBU401A | Review and maintain a website |
|------------|-------------------------------|

Financial Administration

| | |
|------------|----------------------------|
| BSBFIA301A | Maintain financial records |
|------------|----------------------------|

Packaging Rules

BSBFIA303A Process accounts payable and receivable

Human Resource Management

BSBHRM402A Recruit, select and induct staff

Innovation

BSBINN301A Promote innovation in a team environment

Intellectual Property

BSBIPR405A Protect and use intangible assets in small business

International Business

BSBINT303B Organise the importing and exporting of goods

IT Use

BSBITU305A Conduct online transactions

Relationship Management

BSBREL401A Establish networks

Small and Micro Business

BSBSMB306A Plan a home-based business

BSBSMB307A Set up information and communications technology for the micro business

Sustainability

BSBSUS301A Implement and monitor environmentally sustainable work practices

Workplace Effectiveness

BSBWOR301A Organise personal work priorities and development

BSBWOR302A Work effectively as an off-site worker

Imported Units

FNSFLIT201B Develop and use a personal budget

Selecting Elective Units for Different Outcomes

The context for this qualification varies and this must guide the selection of elective units. An example of appropriate elective units for a particular outcome follows.

Micro Business Operator - who is engaged in the provision of products or services and employs less than five staff

5 core units plus

5 elective units

Packaging Rules

BSBCUS301A Deliver and monitor a service to customers

BSBFIA301A Maintain financial records

BSBHRM402A Recruit, select and induct staff

BSBINN301A Promote innovation in a team environment

BSBITU305A Conduct online transactions

Independent Contractor**5 core units plus****5 elective units**

BSBFIA301A Maintain financial records

BSBFIA303A Process accounts payable and receivable

BSBREL401A Establish networks

BSBWOR301A Organise personal work priorities and development

BSBWOR302A Work effectively as an off-site worker

Unit Grid

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

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

BSBIPR405A Protect and use intangible assets in small business

BSBITU305A Conduct online transactions

BSBREL401A Establish networks

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

BSBSMB306A Plan a home based business

BSBSMB307A Set up information and communications technology for the micro business

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