
Certificate III in Micro Business Operations BSB30307

Description

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

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Independent Contractor; Micro Business Operator



Qualification Pathways

There are no prerequisite requirements for individual units of competency.

Preferred pathways for candidates considering this qualification include:

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

After achieving the BSB30307 Certificate III in Micro Business Operations, candidates may undertake the BSB40407 Certificate IV in Small Business Management.

Qualification Rules

5 Core Units + 5 Elective Units = 10 Units

Training & Recognition of Current Competencies (RCC)

Much of the training is delivered on-the-job through reading, interacting with colleagues and completing useful project work. You only need to attend off-the-job training if a competency cannot be acquired at the workplace.

You may already have many of the skills required to qualify for this qualification. There is no need to be trained in things you can already do. NDA will assess current skills and give recognition for relevant competencies.

5 Core Units:

BSBSBM301A	Investigate micro business opportunities
BSBSBM302A	Develop a micro business proposal
BSBSBM303A	Organise finances for the micro business
BSBSBM304A	Determine resource requirements for the micro business
BSBSBM305A	Comply with regulatory, taxation and insurance requirements for the micro business

5 Elective Units may be selected from the list below and/or from any Certificate III qualification from any endorsed Training Package, 1 unit can be chosen from a Certificate II or Certificate IV qualification:

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
BSBITU305A	Conduct online transactions
BSBREL401A	Establish networks
BSBSBM306A	Plan a home-based business
BSBSBM307A	Set up information and communication technology for the micro business
BSBWOR301A	Organise personal work priorities and developments
BSBWOR302A	Work effectively as an off-site worker
FNSFLIT201B	Develop and use a personal budget