



Workplace  
Training  
Specialists

## BSB30307

# Certificate III in Micro Business Operations

The Certificate III in Micro Business Operations offered at RMT is designed to provide you with the knowledge and skills to effectively operate within a micro business context. Micro in this context means a business that may have between one and five employees and includes an owner/operator. The course is designed to give micro business operators an insight into how their business is run and developing opportunities for future growth and development.

### Entry Requirements

There are no prerequisite requirements for individual units of competency. Pathways into the qualification may be gained through a number of entry points demonstrating potential to undertake vocational education and training at Certificate III level, including:

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

### Length of study

Total nominal hours:	305-425 hrs
Avg. Contact time:	10 hrs/month
Avg. Research time:	15 hrs/month
Full time duration:	12-15 months
Part-time duration:	15-18 months

### Cost of Course

**\$2000**

#### Option 1

Pay now and receive a 10% discount

#### Option 2

Pay in 2 six monthly payments

### Online Delivery

Online delivery provides a very flexible way to study. It means that you can learn at anytime and any place and Internet based classroom means you still have contact with your trainers.

Upon enrolment you will be provided with course materials for each unit and you will be able to work through them in your own time. In addition you will receive the following support:

- Regular contact with trainer via email
- Scheduled Internet based classroom session
- Contact via phone, email and Skype
- Assessment of each unit upon completion

The course has been designed and developed to be studied online to enable people currently employed to participate and for others living in non-local areas to remove the cost of travel and accommodation associated with regular classroom tuition

The course materials will be made available via post and through access to a learning management system, where you will also be able to submit assignment work for assessment by your trainer.

Head Office

PO Box 1256

BERRI, South Australia, 5343

Telephone: (08) 8582 3658

Fax: (08) 8582 3662

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### Course structure

Total number of units = 10, made up of 5 core units, 5 elective units

#### Core Units

Unit code	Unit name	Description
BSBSMB301A	Investigate micro business opportunities	This unit describes the performance outcomes, skills and knowledge required to develop business ideas, and to investigate market needs and factors affecting potential markets.
BSBSMB302A	Develop a micro business proposal	This unit describes the performance outcomes, skills and knowledge required to develop an identified business idea, to research the feasibility of the business opportunity and to present a business idea in formats that suit a range of stakeholders. Specific legal requirements apply to the management of a micro business.
BSBSMB303A	Organise finances for the micro business	This unit describes the performance outcomes, skills and knowledge required to investigate the financial capacity to enter into a micro business, to determine the projected cash flow, to source finances and to monitor the profitability of the business.
BSBSMB304A	Determine resource requirements for the micro business	This unit describes the performance outcomes, skills and knowledge required to determine the resource requirements of the micro business and to source these resources.
BSBSMB305A	Comply with regulatory, taxation and insurance requirements for the micro business	This unit describes the performance outcomes, skills and knowledge required to outline the regulatory, taxation and insurance compliance requirements of a micro business; and to source advice and specialist services to assist business owners/managers in satisfying these requirements and needs.

#### 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

BSBFIA303A Process accounts payable and receivable

##### Human Resource Management

BSBHRM402A Recruit, select and induct staff

##### Innovation

BSBINN301A Promote innovation in a team environment

##### 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

##### 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

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# Registration of Interest

## Certificate III in Micro Business Operations

Name	_____
Address	_____
Phone	_____
Mobile	_____
Email	_____

### *Details of Training Qualifications completed*

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### *Study intentions*

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### *Study reasons*

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### *Employer support*

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*Do you have internet access at work and at home*

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*If yes, what type of internet access do you have*

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*Other information:*

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