



Australian Government

BSB30315 Certificate III in Micro Business Operations

Release 4

BSB30315 Certificate III in Micro Business Operations

Modification History

Release	Comments
Release 4	This qualification first released with BSB Business Services Training Package Version 6.0. Version created to update Elective Unit list.
Release 3	This qualification first released with BSB Business Services Training Package Version 3.0. Version created to update codes and titles in unit list.
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to update unit list.
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Qualification Description

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.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

Total number of units = 10

5 core units plus

5 elective units, of which:

- all 5 elective units may be selected from the elective units listed below or 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.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core Units

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

Elective Units

BSBCRT301 Develop and extend critical and creative thinking skills

BSBCUS301 Deliver and monitor a service to customers

BSBEBU401 Review and maintain a website

BSBFIA301 Maintain financial records

BSBFIA303 Process accounts payable and receivable

BSBHRM405 Support the recruitment, selection and induction of staff

BSBINN301 Promote innovation in a team environment

BSBINT303 Organise the importing and exporting of goods

BSBIPR405 Protect and use intangible assets in small business

BSBITU315 Purchase goods and services online

BSBREL401 Establish networks

BSBSMB201 Identify suitability for micro business

BSBSMB306 Plan a home-based business

BSBSMB307 Set up information and communications technology for the micro business

BSBSMB308 Improve energy efficiency in micro or small business operations

BSBSMB423 Create a digital technology plan for small business

BSBSUS401 Implement and monitor environmentally sustainable work practices

BSBWOR301 Organise personal work priorities and development

BSBWOR302 Work effectively as an off-site worker

BSBWOR424 Develop a time management plan

BSBXCS301 Protect own personal online profile from cyber security threats

BSBXCS302 Identify and report online security threats

BSBXCS303 Securely manage personally identifiable information and workplace information

FNSFLT201 Develop and use a personal budget

Qualification Mapping Information

Supersedes and is equivalent to BSB30307 Certificate III in Micro Business Operations.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>