



Australian Government

BSB30307 Certificate III in Micro Business Operations

Revision Number: 4

BSB30307 Certificate III in Micro Business Operations

Modification History

Release	Comments
Release 4	Equivalent updated version released with Version 9: • new unit added to elective pool: BSBSMB308A. • minor editorial reformatting.
Release 3	This version first released with <i>BSB07 Business Services Training Package Version 8.0</i> . • Elective unit BSBHRM402A replaced with BSBHRM405A • Imported unit FNSFLIT201B deleted.
Release 2	New release of this Qualification with <i>BSB07 Business Services Training Package Version 6.0</i> . • Elective unit FNSFLIT201B replaced with FNSFLT201A • SIRXQUA001A included as an elective unit • Outdated advice removed • Updated unit codes: • BSBCUS301A now BSBCUS301B • BSBWOR301A now BSBWOR301B.
Release 1	This qualification first released with <i>BSB07 Business Services Training Package Version 8.0</i> .

Description

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

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

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

There are no entry requirements for this qualification.

Employability Skills Summary

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	• interpreting the needs of customers and markets • persuading key business stakeholders effectively • reading, interpreting and clarifying regulatory, taxation, financial and other business documentation
Teamwork	• applying teamwork skills to a range of micro business situations • working with diverse individuals and groups
Problem-solving	• 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	• developing innovative solutions to workplace challenges • identifying micro business opportunities • translating business ideas into a viable micro business proposal
Planning and organising	• 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	• having personal goals and aspirations for the micro business • managing own time and priorities • taking personal responsibility for development of the business proposal
Learning	• seeking assistance and expert advice on financial, taxation and insurance requirements of the business • seeking out and learning new ideas, skills and techniques
Technology	• applying business technology for communication, preparing a proposal, budgeting and compliance • choosing, using and maintaining machinery and equipment for the micro business

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

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

Core units

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

BSBCUS301B 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

Financial Literacy

FNSFLT201A Develop and use a personal budget

Human Resource Management

BSBHRM405A Support the recruitment, selection and induction of 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

BSBSMB308A Improve energy efficiency in micro or small business operations

Sustainability

BSBSUS301A Implement and monitor environmentally sustainable work practices

Workplace Effectiveness

BSBWOR301B Organise personal work priorities and development

BSBWOR302A Work effectively as an off-site worker

Imported Units

FNSFLT201A Develop and use a personal budget

SIRXQUA001A Develop innovative ideas at work