

BSB30315 Certificate III in Micro Business Operations



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.

ELIGIBILITY/ENTRY REQUIREMENTS

Whilst there are no formal entry requirements for this qualification all (potential) students (applicants) need to demonstrate the required (appropriate) level of language, literacy and numeracy skills and knowledge to undertake a qualification at this level.

DELIVERY DETAILS

Location (s)	Duration	Study mode
Alice Springs, Tennant Creek, Yulara, Katherine, Nhulunbuy, Darwin Distance	12-24 months Part Time	Mixed Mode

2020 FEES

This course has a total of 325-375 hours, and thus the qualification cost is:

NT Domestic Subsidised Fees: \$\$1,040.00 - \$1,200.00

Domestic Full Fees: \$\$4,875.00 - \$5,625.00

Please note: A limited number of NT Government subsidy places are available for eligible NT domestic students so contact us now to secure your place for 2020.

Fees are subject to change annually. Indicative government-subsidised and full course fees are shown on this document. For further clarification and information on fees, payment options, instalment plans and refunds contact CDU on 1800 061 963 or refer to <https://www.cdu.edu.au/cdu-vet/student-guide/fees>

ASSESSMENT

Assessments vary with each unit. You will be provided with an assessment guide.

RECOGNITION OF PRIOR LEARNING (RPL)

Students can apply for RPL during pre-enrolment or after enrolment. Students are provided with an RPL Self-Assessment before application and followed through with and an initial interview with an assessor.

RESOURCES

Students are provided with learning materials in a variety of different formats depending on the unit. This may include printed materials, workbooks provided by email, and online resources through different learning platforms. Students will require access to a computer and internet to access online resources.

STUDY AND CAREER PATHWAYS

Possible occupations relevant to this qualification include:

- Micro Business Owner
- Small Business Owner

QUALIFICATION CONTENT

To achieve a BSB30315 - Certificate III in Micro Business Operations a total of ten (10) units of competency must be completed comprising five (5) core and five (5) elective units as detailed in the packaging rules and listed below. The electives offered may vary between campuses..

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

BSBCUS301	Deliver and monitor a service to customers
BSBFIA301	Maintain financial records
BSBFIA303	Process accounts payable and receivable
BSBREL401	Establish networks
BSBSMB306	Plan a home-based business
BSBWOR301	Organise personal work priorities and development
BSBWHS302	Apply knowledge of WHS legislation in the workplace

WITHDRAWING FROM A BSB30315 - CERTIFICATE III IN MICRO BUSINESS OPERATIONS

You may withdraw from this qualification and receive, where relevant, a Statement of Attainment for all units of competency you have successfully completed.

SUPPORT SERVICES

The University supplies support for students in many areas, including Accommodation, Careers and Employment, Counselling, Disability Service, Equal Opportunity, Discrimination and Harassment advice, Australian Indigenous Student Support Services, Information Technology Services, International Student Support Services, Library Services, and Learner Support Services.

More information is available at - www.cdu.edu.au/study/student-life/student-support

CONTACT DETAILS

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W. www.cdu.edu.au/cdu-vet

Refer to the **VET Student Guide** www.cdu.edu.au/cdu-vet/student-guide for information regarding the enrolment process, student support services, student rights and responsibilities, previous studies recognition and the A-Z of other information.