



## BSB30307 Certificate III in Micro Business Operations

### So what exactly is a Certificate III in Micro Business Operations?

Great question! The *Certificate III in Micro Business Operations* is a broad qualification for people who intend to go into small business as an independent contractor and/or micro business operator, as well as those who are already operating in this capacity.

The *Certificate III in Micro Business Operations* is a terrific course if you want to gain the skills and knowledge required to investigate micro business opportunities, develop a micro business, and comply with regulatory, taxation and insurance requirements for a micro business.

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### Sounds great. What jobs can I get if I have a Certificate III in Micro Business Operations?

Career opportunities you might be interested in include:

- Micro Business Operator
- Independent contractor

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### What types of skills will I gain from a Certificate III in Business?

• **Communication and team work:** with customers and diverse individuals and groups

• **Innovation and problem-solving:** developing innovative solutions to workplace challenges

• **Planning and self-management skills:** having personal goals and aspirations for the micro business, managing time and priorities

• **Learning:** seeking assistance and expert advice on financial, taxation and insurance requirements of the business

• **Technology:** applying business technology for communication, preparing a proposal, budgeting and compliance. Choosing, using and maintaining machinery and equipment for the micro business.

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### Sounds exciting. How do I actually take the course?

EIM Training have different delivery formats for each of its courses based on demand. Let us know your preference and we will make every effort to accommodate your request. Some courses can only be delivered in a particular format and we will advise you accordingly.

**1:** Traditional classrooms, face-to-face with an EIM Training Instructor. These sessions are dynamic and fun and held at your local EIM campus.

**2:** Self-paced, distance learning, where you set the pace, with direct access to an allocated trainer via email and phone support.

The assessments take place throughout the course and consist of tutorial work and individual assignments. Case studies are also used to help make the experience more relevant to each student.

Version 1.0 September 2010

[How do I get started?](#)

## What other qualifications do I need before I enrol?

Before you enrol in the course, you must have intermediate computer skills and be able to demonstrate that you're ready for the material we will be covering in the course.

If you have a *Certificate II* level qualification, then you definitely are ready, but even if you can show a level of competency through personal or vocational experience, then you're ready for the next step!

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## So what does the course cover exactly?

The course comprises of 10 units: 5 core unit, plus 5 elective units. All units are competency based and you are assessed as you progress through each part, so you

know how you are going at each step of the way. Once you finish the last unit successfully, you will attain a *Certificate III in Micro Business Operations*. It's that easy!

### Competency 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**

**BSBCUS301A Deliver and monitor a service to customers**  
**BSBFIA301A Maintain financial records**  
**BSBSMB306A Plan a home based business**  
**BSBSMB403A Market the small business**  
**BSBWOR301A Organise personal work priorities and development**

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## What study pathway can I pursue once I've achieved a Certificate III in Micro Business Operations?

Once you have a *Certificate III in Micro Business Operations*, you can choose to progress on to a *Certificate IV in Small Business Management* (BSB30307). This qualification covers a range of business fundamentals that a small business owner or employee uses on a

day-to-day basis. You can also explore a wide range of other Certificate IV qualifications to supplement your business qualification. Contact EIM Training if you are interested in any other courses.

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## I want to do it. How can I pay for the course?

This program is delivered under the New Enterprise Incentive Scheme (NEIS) funded by the Department of Education, Employment and Workplace Relations (DEEWR).

**Our team will assist you in your application for appropriate funding.**

**To find out if you are eligible, contact your nearest campus : Gold Coast Robina 1300 765 064; Hervey Bay (07) 4124 6422**

Information correct at time of printing. Course content, prices, dates and times are subject to variation.