



## Certificate III in Micro Business Operations BSB30315

This course enables aspiring entrepreneurs to take the next step in getting their small business off the ground. Students will explore business opportunities, develop a business plan and develop skills essential to running a small business, such as customer service, finance and marketing.

### Who is it For?

Given the technical nature of this course, we recommend students have language, literacy and numeracy skills at a minimum of Year 10 level or equivalent to Certificate II level.

### How it is Delivered

Students learn through a flexible blend of face-to-face and distance learning, so they can fit their study around other commitments. Students must complete 10 units of competency, including five core units and five elective units.

#### ► Core Units

Unit Code	Unit Name
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\*

Unit Code	Unit Name
BSBCUS301	Deliver and monitor a service to customers
BSBFIA301	Maintain financial records
BSBSMB306	Plan a home based business
BSBSMB403	Market the small business
BSBWOR301	Organise personal work priorities and development

\*Elective selection may vary according to customer requirements



## How to Apply

To apply for this course or to find out more, call MTC Australia  
on **1300 981 901** or go to [mtcaustralia.com.au](http://mtcaustralia.com.au)

## Why Choose this Course?

### ► Flexible learning

Our flexible blended delivery model allows students to fit their study in around other commitments. .

### ► Practical skills

This course allows students to develop highly relevant skills, such as business planning and financial management through hands-on learning.

### ► Recognition of prior learning

We recognise the prior knowledge and skills students may have gained through previous training, education or work, including formal and informal learning. For more information, please contact us.

### ► Respect

MTC Australia celebrates the things that make us all unique and aims to make clients feel welcome, safe and supported.

### ► Proven results

Since 2015, we have delivered Certificate III in Micro Business to more than 403 people in Sydney, empowering them to unlock their potential and create new career and life opportunities.

## About MTC Australia

MTC Australia is a thriving social enterprise that provides pathways for people of all backgrounds and life stages to create new life opportunities. We offer high impact employment, learning and youth programs delivered from more than 20 locations across NSW. As a social enterprise, we reinvest surplus into innovative social impact initiatives that support and empower at-risk Australians.

MTC helps more than 20,000 people every year to build self-worth, gain skills for employment and entrepreneurship, and enable possibilities for transformative change.



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TRAINING

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