



Start a Home-Based Business

(Certificate III in Micro Business Operations: BSB30315)

Course Outline



Course 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.

Upon successful completion, students will be competent in the following Units of Competency:

BSBSMB201 Identify suitability for micro business (elective) / BSBSMB301 Investigate micro business opportunities (core)

In this workshop, we will consider the major elements of a business idea, undertake research to determine viability of the business opportunity and present the idea with reference to the legislative frameworks affecting the business. We will also investigate the plethora of opportunities that are available to you whether it be creating extra income from your hobby or other skills you possess, to exploring the many online business opportunities that are out there.

BSBSMB302 Develop a micro business proposal (Core)

Now that you have narrowed down your opportunities, you will research the feasibility of each of them in order to present a business idea. In this section we cover how to create a massive transformative purpose (MTP) and go through the Business Model Canvas.

BSBSMB303 Organise finances for the micro business (Core)

In this unit, we will go through how to estimate start-up costs, financial viability and projected cash flow for a micro business. We will also look at different ways to fund your business, including crowdfunding.

BSBSMB304 Determine resource requirements for the micro business (Core)

Once you have identified the resources you need for the business, you will select options for resource acquisition, develop procedures and systems for efficient installation, and use and maintain resources.

BSBSMB305 Comply with regulatory, taxation and insurance requirements for the micro business (Core)

Each business will have a set of general and specific regulations that must be adhered to. Here we will identify and discuss how to manage business compliance requirements.

BSBREL401 Establish networks (Elective)

Dr Dion Klein is an international author and speaker on business networking; here you will learn his key strategies on how to create valuable networks to help your business succeed.

BSBSMB403 Market the small business (Elective)

Marketing is incredibly important for your business to succeed. Here you will learn current and innovative marketing tactics to create a clear marketing strategy that can be integrated into the business plan.

BSBSMB423 Create a digital technology plan for small business (Elective)

Do you get a bit overwhelmed with technology? In this unit we aim to create a sense of calm for you to embrace and plan your business using digital technologies to achieve your business goals. It will involve undertaking a basic review of your business digital readiness, identifying opportunities and developing an action plan for using digital initiatives in a small business.

BSBSMB424 Develop a time management plan (Elective)

One of the biggest challenges for any business owner (no matter what size) is managing time. In this unit, you will develop an integrated time management plan to assist you in achieving your business goals and objectives and strategies to avoid burnout.



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Pre – Requisites:

There are no prerequisite requirements for individual units of competency. The WISE Academy aims to provide the best learning program and sequence to meet the needs of our students and the industry.

Clients must demonstrate Language, Literacy and Numeracy (LLN) skills in accordance with course demands. Each client will undergo an LLN assessment during the application process.

COURSE COSTS (The cost of this course is for primarily classroom-based delivery supported by webinars, group and individual coaching)

One-time administration fee: \$300 (GST inclusive) [includes textbook Innovative Business Resources (IBR). (2015). Micro Business Operations: A Resource for the BSB30315 Certificate III in Micro Business Operations.]

FULL FEE PAYING:

Tuition (Assessed): \$2350.00 (GST Free). [only **\$293.75 per week!**]

Tuition (Non-Assessed): \$1350.00 (GST Free). [that is only **\$168.75 per week!**] *Money Back Guarantee (conditions apply)

SKILLED CAPITAL (ACT FUNDING; VERY STRICT GUIDELINES): \$300 (GST inclusive) fee. “Skilled Capital is an ACT Government training Initiative, funded by the ACT and Australian Governments”. Fee includes textbook Innovative Business Resources (IBR). (2015). *Micro Business Operations: A Resource for the BSB30315 Certificate III in Micro Business Operations*. Cottesloe WA: Innovative Business Resources.

- Contact the office for more options and details on government funded programs, eligibility and conditions of enrolment. We will assess if you are eligible for a Fee Concession and fee waiver.
- If you are eligible for a fee concession you will be liable for a \$200 administration fee. If you meet the Fee Waiver conditions you will not be required to pay the \$200.00 Administration fee. All fees will be determined based on your individual circumstances including financial hardship.
- If you are not eligible for a fee concession Skilled Capital or any other government funded program, you will be required to pay the full Fee For Service (FFS) tuition fee.
- Students who successfully complete the qualification under the Skilled Capital program will be eligible for a \$300 completion incentive paid directly to the student upon completing the qualification and mandatory survey.
- Students will be eligible to receive the completion payment for up to one (1) year after successful completion of the qualification, provided up to date email and bank account details are confirmed. A student is not eligible for a completion payment where more than 50% of the units are completed through RPL and/or credit transfer.

Schedule: The course is approximately 55 contact hours. It is anticipated that the student will have to dedicate approximately 6 hours per week to complete weekly reading and assessments.

Delivery Location(s): All face-to-face sessions will be conducted in Canberra. Location to be determined. Coaching sessions and webinars will be conducted via Zoom.

Class	Date/s	Topic	Competencies
	Pre-Start of F2F class	Each student will receive at least one ½ hour coaching session to determine the options for your business based on your skills sets and interests	
1	Sat, Nov 3, 9 am – 5 pm	The Business Mindset; Investigating Business Opportunities; Creating an Exponential Organisation	BSBSMB201 BSBSMB301 BSBSMB302
2	Sun, Nov 4, 9 am – 5 pm	Bringing Your Business Idea to Life; Business Model Canvas, Establishing Your Massive Transformative Purpose (MTP)	
	Week of Nov 5	Individual ½ hour coaching session: Initial presentation of business proposal	
3	Week of Nov 12	Online webinar (2 hours): Time Management	BSBSMB424
4	Sat, Nov 17, 9 am – 5 pm	Marketing, Digital Marketing	BSBREL401 BSBSMB403 BSBSMB423
5	Sun, Nov 18, 9 am – 5 pm		
	Week of Nov 19	Individual ½ hour coaching session	
6	Week of Nov 26	Online webinar (2 hours): Networking; Strategic Alliances	BSBREL401
7	Sat, Dec 1, 9 am – 5 pm	Resource and Regulatory Requirements; Organising finances for the business	BSBSMB303 BSBSMB304 BSBSMB305
8	Sun, Dec 2, 10 am – 4 pm	Crowdfunding Workshop	As part of BSBSMB303
	Week of Dec 3	Individual ½ hour coaching session	
9	TBA	Final Presentations / Pitches	All

Learning Outcomes

Upon completion of this course, students will be able to:

- consider the major elements of a business idea;
- undertake research to determine viability of the business opportunity;
- research the feasibility of a business opportunity;
- present a business idea in formats suiting a range of stakeholders;
- estimate start-up costs, financial viability and projected cash flow for a micro business;
- select options for resource acquisition, develop procedures and systems for efficient installation, and use and maintain resources;
- source advice and specialist services to manage business compliance requirements;
- identify customer needs, deliver and monitor customer service and identify improvements in the provision of customer service;
- develop and maintain effective work relationships and networks;
- develop a plan for using digital technologies to achieve business goals; and,
- research and develop an integrated time management plan.



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Subject Special Requirements: None

Safety and Risk Management Considerations throughout Course:

There will be times throughout the course, including assessments, you will be exposed to private and confidential information about clients, especially business ideas. You are expected to respect the confidentiality throughout the course.

Expectations during the Course

All students are to be involved in classes by asking and answering questions, participating in group discussion and contributing to the sharing of knowledge and understanding within the class. Preparation such as reading and worksheets is to be completed PRIOR to the relevant class. Students unable to attend any class should arrange with a fellow class member to take notes, collect handouts and gather information about preparation or assignments.

Recognition of Prior Learning

Recognition is available to enrolled students who can demonstrate competency in the learning outcomes listed below. Applications for RPL should be made on the appropriate form available from Reception. Applications for RPL are to be lodged with The WISE Academy no later than three (3) weeks after the commencement of the subject. Students should discuss any questions they have regarding RPL with their Trainer or the CEO.

Assessment Overview

You will be required to:

- Involve yourself in all theoretical and practical activity-related learning.
- Come appropriately dressed for the class.
- Preferably to attend at least 80% of the classes to increase your learning experience.

The specific requirements for each assessment are highlighted in each Unit of Competency / Cluster's Learner's Workbook. All documents must be submitted in word-processed format unless otherwise specified.

Competency Based Assessment

All competencies satisfactorily completed

COMP

All competencies not yet satisfactorily completed

NYC

Note: A student who has not achieved 'SATISFACTORY' for **each** of the assessments cannot receive the Certificate III in Micro Business Operations BSB30315.

Late Assignments: Late assignments will not be accepted unless the trainer has previously granted permission.

Missed Assessments: In order for a student to sit a 'missed assessment, the student must (a) notify the trainer in writing (including the reason) 24 hours prior to the assessment to re-schedule and/or (b) supply a doctor's certificate within 24 hours after the initial assessment date.

Resubmits: Students who receive a 'NYS' on an assessment may re-submit the assessment twice. The first resubmission must be completed within 7 days of the first assessment outcome. If the student still does not pass or obtain competency in the first resubmission, the student must resubmit the assessment within 7 days from the first resubmission outcome. If the student still does not pass or obtain competency, he/she must enrol in the entire Unit of Competency.

Appeals: A student may lodge an appeal against the outcome given to any assessment. The process can be found in the Student Handbook.

More information can be found in our Participants Handbook including compulsory fees, exemptions and concessions, and our refund policy.

For Government subsidised programs (e.g. Traineeships, ACT Skilled Capital, etc.), please contact our office as this will depend on Eligibility of funding and Employer incentives.

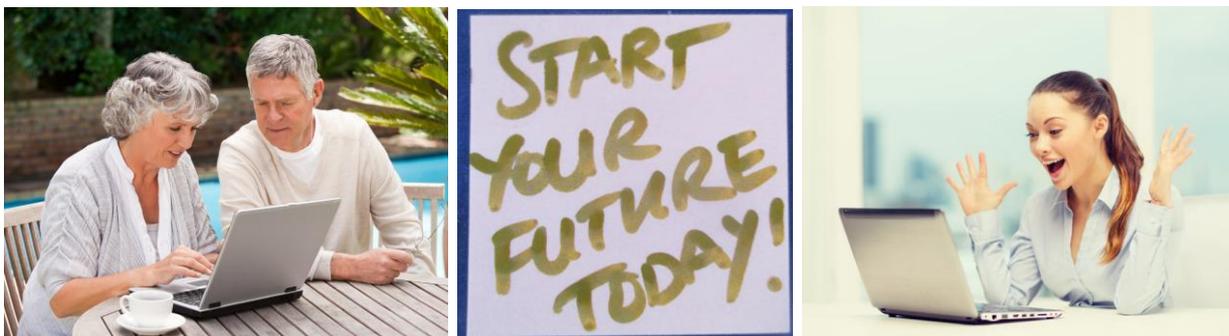
In the case if The WISE Academy closes or ceases to deliver the agreed training and/or assessment, students have the right to:

- complete their studies in another course or with another education provider OR
- receive a refund of their unspent tuition fees

Find out more about our other offerings at
www.wiseacademy.edu.au

Authority

The WISE Academy is responsible for the compliance of training and assessment for this qualification and for the issuance of AQF certification documentation. This document has been approved and issued in accordance with the Quality Assurance Procedures of The WISE Academy.



If you are interested in starting a home-based business or want to learn how to create extra income, then this course is for you!

Money-Back Guarantee if you are unsatisfied with the course.*conditions apply.

*This applies to full-fee paying courses only.