



**Employment outcomes resulting from the completion of this course may include the following roles:**

- Self Employed
- Tradie
- Start Your Own Business

- Investigate micro business opportunities
- Develop a micro business proposal
- Organise finances for the micro business
- Determine resource requirements for the micro business
- Comply with regulatory, taxation and insurance requirements for the micro business
- Establish networks
- Plan a home based business
- Create a digital technology plan for small business
- Maintain financial records
- Undertake marketing activities

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**FOR ENQUIRIES AND ENROLMENT**

There is so much to know when you start a small business. From business analysis, financial requirements, regulatory environments, tax and business planning to marketing, advertising, and sales. The success of any small business is built on the right foundation.

The Certificate III in Micro Business Operations provides you with the knowledge & skill needed to confidently navigate your business toward success.

You will develop a business proposal, plan a home based business, and create the required digital technologies. In addition, you will enhance your ability to organise finances and maintain relevant records, establish networks, undertake marketing activities, and comply with regulatory, taxation and insurance requirements.

This qualification is ideal for anyone planning to start a small business or for those currently running one who wish to gain a deeper insight into the creation & maintenance of business success.

## ENTRY REQUIREMENTS

There is no pre-requisite for entry to this course. All students will complete a pre-training assessment to identify learner strengths and weaknesses.

The training content, delivery, methodologies and assessments will be tailored to suit individual learner needs which will increase learner engagement.

## DURATION

This course is only taught in external mode - either full-time or part-time. The full-time course is 6 months duration and the part-time is up to 24 months.