

## Micro Business Operations

BOS course name	Pattern of study	BOS course number	Schools Online (Administration) entry advice
Micro Business Operations (240 hours)	2 units x 2 years	43840	Enter this course number for both Preliminary (Year 11) and HSC (Year 12)

TAFE course name	TAFE course number
Micro Business Operations	17823

AQF VET qualification
Certificate III in Micro Business Operations (BSB30307)

Minimum work placement
70 hours (It is permissible for this to be undertaken concurrently with the course delivery in a simulated work environment.)

Exclusions
Nil

### HSC unit credit and course requirements

HSC unit credit for VET courses can be accredited to the Preliminary and/or HSC pattern of study.

#### Micro Business Operations (240 indicative hours)

- accredited for a total of 4 units at the Preliminary and/or HSC level
- attempt all mandatory units of competency and a minimum of five elective units of competency.

For a course to count towards the HSC program of study students must satisfy the course completion criteria as required by the Board of Studies. Refer to Section 8.4 of the *Assessment, Certification and Examination (ACE) Manual*.

The pattern of study entered (for example 2 units x 2 years) should reflect the delivery of the course over successive years. Students will be credentialled for the HSC unit credit entered each calendar year provided they have satisfactorily completed the course requirements for that calendar year as determined by the school/RTO.

### Access by students in Years 9 and 10 (Stage 5)

In certain circumstances students in Years 9 and 10 (Stage 5) may access this Stage 6 VET course. Further information is available on the Board of Studies website at [www.boardofstudies.nsw.edu.au/voc\\_ed/stage-5.html](http://www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html).

## Course content

Unit code	Unit title	Unit-specific prerequisite	Status for AQF VET qualification	HSC indicative hours of credit
<b>MANDATORY Attempt the following units of competency</b>				
BSBSMB301A	Investigate micro business opportunities	nil	core	30
BSBSMB302A	Develop a micro business proposal	nil	core	30
BSBSMB303A	Organise finances for the micro business	nil	core	25
BSBSMB304A	Determine resource requirements for the micro business	nil	core	20
BSBSMB305A	Comply with regulatory, taxation and insurance requirements for the micro business	nil	core	30
<b>Total HSC indicative hours for mandatory units of competency</b>				<b>135</b>

<b>ELECTIVE Attempt a minimum of <u>five (5)</u> elective units of competency</b>				
BSBCUS301A	Deliver and monitor a service to customers	nil	listed elective	20
BSBHRM402A	Recruit, select and induct staff	nil	listed elective	30
BSBREL401A	Establish networks	nil	listed elective	20
BSBSMB307A	Set up information and communications technology for the micro business	nil	listed elective	15
BSBWOR301A	Organise personal work priorities and development	nil	listed elective	20
<b>Total HSC indicative hours</b>				<b>240</b>

## AQF VET qualification

To attain Certificate III in Micro Business Operations (BSB30307) students must achieve 10 units of competency including:

- a) 5 core units of competency
- b) 5 elective units of competency
  - maximum of 1 unit of competency from a Certificate II or Certificate IV qualification.