

# Build Your Business



## Program Outline

# BSB30315 Certificate III in Micro Business Operations



Certificate III in Micro Business Operations - BSB30315  
is conferred by Australasian Leadership Academy Pty Ltd  
Registered Training Organisation ID 41012



Executive Summary

# Build Your Business

About Edgeware Creative Entrepreneurship

Edgeware Creative Entrepreneurship is an innovative business training and coaching company for startup and established business owners, sole traders, entrepreneurs and community organisations that provides 'just in time' training, hands-on tools, and ongoing support to plan, start, effectively manage and grow businesses, community organisations and enterprises.

Since its foundation in 2005 it has helped more than 1,500 people start, grow or change their small business.

Edgeware's methodology and style is relevant and flexible, personalised, practical and enjoyable, in line with our company DNA: Make money, have fun, change the world.

Further information about Edgeware is at <http://edgeware.com.au/about/>, which includes a link to our Capability Statement.

**MAKE MONEY  
HAVE FUN  
CHANGE THE WORLD**

**CREATIVE ENTREPRENEURSHIP**



## CONTACTS

Edgeware Creative Entrepreneurship

PO Box 3, Sandgate 4017

Ph (07) 3108 6077, Mob. 0412 493 166

Email: [info@edgeware.com.au](mailto:info@edgeware.com.au)

 **EDGEWARE**

# The Program – What Is It?

“**Build Your Business Program**” has been delivered throughout Queensland, in urban, regional and remote locations, including the including Gold Coast, Moreton Bay, Sunshine Coast, Wide Bay/Capricornia, Central Qld, Northern Qld, Western Qld and Far North Qld.

It has involved participation from a very wide spectrum of trainees, including Indigenous, CALD, women, mature age, youth, education, corporate and public sector markets.

Edgware's participants have developed businesses in sectors such as arts, administration, bush foods, business support, consultancy, catering, child care, counselling services, creative industries, cultural heritage, dance, entertainment, events, education, engineering, fashion, gifts, health, horticulture, jewellery, marketing, social media, landscaping, project management, coaching, retail, security services, transport, trade services, tourism, hospitality, light manufacturing, primary production, catering, markets, writing, Indigenous cultural training, and youth and community support.

Our planning discussions with clients and collaborators over this time span supports the suitability and currency of the resources, delivery and assessment methodology, and the current industry skills of trainers and assessors.

As an outcome of these experiences and in response to this demand, Edgware's courseware and methodology has been designed to be highly reflexive, responsive and flexible, suiting a wide range of learning aptitudes and styles, with the result of extremely high completion rates and positive customer response, most importantly in a high degree of integration of training outcomes with real enterprise creation.



# Australasian Leadership Academy – ALA

ALA is the proud RTO partner of Edgware for the **BSB30315 Certificate III in Micro Business Operations** (Registered Training Organisation - RTO ID 41012).

ALA will provide access to your online Enrolment and ALA Training Portal.

On successful completion, ALA will issue your Qualification and Statement of Results or Statement of Attainment (if full certification is not obtained).

It is also ALA's role, as the RTO, to ensure quality of the program delivered and the assessment process. As part of this process, we will provide a Participant Feedback at the end of the Program to ensure continuous improvement.

ALA contact email: [info@australasianleadership.com](mailto:info@australasianleadership.com)

## Enrolment & Assessment Submission Process

On acceptance into the program, Edgware will notify the ALA team. You will then receive a welcome email and instructions on how to access your ALA Training Portal.

## What is ALA Training Portal?

This is where you can access:

- ALA Enrolment and complete your USI (for all Australian participants)
- Program information & templates
- Assessment Tasks – where you will upload completed tasks / activities / evidence
- Assessor Feedback and track the progress of your assessment

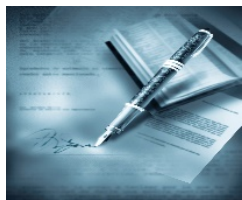
**NB:** keep your Username and Password in a safe place as you will need it to access all of your assessments and track your progress with your assessor.

Copies of the **Participant Guide**, **USI Fact Sheet**, **Cert 3 Guarantee Fact Sheet** (where applicable), **Program Instructions**, **Templates** and **Candidate Declaration** for this program will all be available for download and reference on your ALA Training Portal. You will need to download each and complete as requested.



# Program Outline

## Build Your Business



You will have the opportunity to think about how you can “apply your learning” into your workplace. You will be asked to reflect on your own experiences and organisation as you progress through each module. There are research questions and tasks you will need to complete in your own workplace.

### What you need to do to complete the program:

Designed specifically for startup entrepreneurs to develop core entrepreneurial and small business management skills through engagement with a proprietary set of strategic planning tools which generate a **One Page Business Plan**.

National Accredited Program responsive to expressed needs of startup owner-operators, partnerships and entrepreneurs (e.g. managers working within NFP context)

The **Blended Program** includes:

- **Three phases:** an '**Intensive Workshop Phase**' followed by a period of '**Application Phase**' of tools in authentic workplace context, completed by a '**Conclusion / summary Phase**' - capstone day-long workshop ('Report')
- **6 x 1 day workshops** (Five (5) in 'Workshop' program plus one (1) 'capstone' workshop ('Report'))
- **3 x Round table discussions** ('GAS Groups') during Workshop phase, plus (min 2) GAS Group discussions during 'Application' phase
- **1:1 coaching and mentoring** (informal, negotiated and needs driven)
- Nationally accredited - Certificate III in Micro Business Operations BSB30315
- Provision of tool templates and supporting notes plus **One Page Plan** template
- The self-paced **eLearning Program** includes:
  - Access to three proprietary web courses (informal - asynchronous access to reinforce Course and Application learnings) - **Build Your Business, Build Your Prosperity and Build Your Resilience** (<http://edgeware.com.au/online-courses/>)
  - Support notes (including web links) for an online Knowledge Questions
  - Email support for online work

# About the Qualification

## BSB30315 – Certificate III in Micro Business Operations

### Qualification 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.

Core Units		
Micro business	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
Chosen Electives		
Micro business	BSBCRT301	Develop and extend critical and creative thinking skills
	BSBFIA301	Maintain financial records
	BSBSMB414	Time management for small business
	BSBWOR301	Organise personal work priorities and development
	SIRXQUA001A	Develop innovative ideas at work



For more information or to contact your Program Manager

Phone: Ph (07) 3108 6077, Mob. 0412 493 166

Email: [info@edgeware.com.au](mailto:info@edgeware.com.au)

<http://edgeware.com.au/>



**Australasian Leadership Academy**

PO Box 893, Coolum Beach QLD 4573 | Ph +61 7 5448 7792 | Mb +61 439 876 901

[www.australasianleadership.com](http://www.australasianleadership.com) | [info@australasianleadership.com](mailto:info@australasianleadership.com)

Registered Training Organisation - RTO ID # 41012