

BSBSS00102 Micro Business Skill Set



Who is this course for?

This course enables aspiring entrepreneurs to take the next step in getting their small business off the ground. You will explore business opportunities and develop a business plan. Given the technical nature of this course, we recommend students have language, literacy and numeracy skills equivalent to Certificate III level.

This course is available to all participants under the Self-Employment Assistance Program.

To be eligible, you must:

- Be at least 18 years of age
- Not be prohibited by law from working in Australia
- Not be an overseas visitor on a working holiday visa or an overseas student studying in Australia
- Not be an undischarged bankrupt
- Not already be in education and/or employment for more than 25 hours per week.

You will require the Language Literacy, Numeracy and Digital skills to:

- Conduct basic internet research
- Engage in online learning, including video conferencing sessions Create simple wordprocessed documents and spreadsheets.
- Read and comprehend simple written documents and numerical texts

You must have access to:

- a computer or laptop
- word processing software
- the internet

Course structure

This course is self-paced learning delivered online through Microsoft Teams and takes up to six (6) weeks to complete. It will include:

- facilitated virtual learning; and
- virtual weekly 1-on-1 support sessions.

Core units

UNIT CODE	UNIT NAME
BSBESB301	Investigate business opportunities
BSBESB401	Research and develop business plans

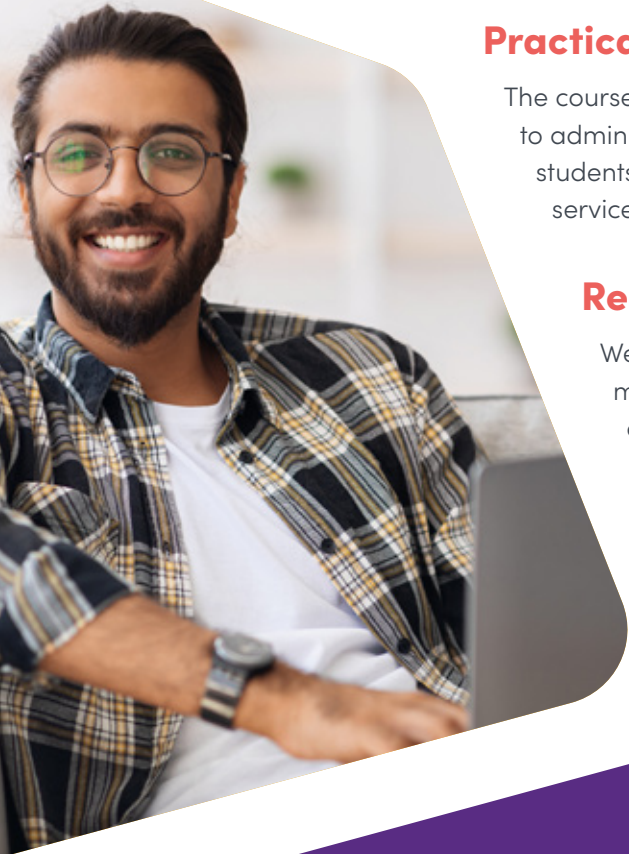


This training is subsidised by the
NSW Government.

For more information on your eligibility please contact
MTC Australia's Customer Care Team on 1300 232 663.

Why choose this course?

Our trainers are both experienced and approachable, and will work closely with you to help you achieve your goals. Gain confidence with new skills, a certification, and a clearer career path for your future. Our flexible, blended delivery model allows students to fit their study in around other commitments.



Practical Skills

The course has a strong focus on IT skills, as these are essential to administrative roles across all sectors. Other electives allow students to develop highly relevant skills such as customer service and communication.



Recognition of Prior Learning (RPL)

We recognise the prior knowledge and skills students may have gained through previous training, education or work, including formal and informal learning. Recognition of Prior Learning (RPL) is a process that assesses your competency, acquired through formal and informal learning, to determine if you meet the requirements for a unit of study.



Respect

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



Proven Results

Since 2001 we have delivered training to more than 15,000 people, empowering them to unlock their potential and create new career and life opportunities.



How to Enrol

To apply or find out more call **1300 232 663** or visit **[MTCAustralia.com.au](https://www.mtcaustralia.com.au)**



What we do

MTC is the social enterprise that gives people the inspiration, capability and opportunity to create a fulfilling life. We deliver high impact employment, training and youth programs that help people gain skills for employment and entrepreneurship, build self-worth, and enable possibilities for transformative change.



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