

BFBM30217 Certificate III in Business (Micro-business Operations)



The purpose of Certificate 3 in Business (Micro business Operations) is to develop an individual's competencies on how to manage and operate a micro/small business. It is developed to meet the needs of the micro, small and medium enterprise business sector (MSME Sector) to respond to the challenges that MSMEs face in managing and operating their business viably and the concerns they have about future business growth and success that could be addressed with skills development through training.

Rating: Not Rated Yet

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Description

Course Accreditation Date:

Course Expiry Date:

Course Code: BFBM30217

Course Owner: Vanuatu Chamber of Commerce and Industry

This course is current.

Entry requirement for a level 3 Certificate is completion of year 13 general education with good command of literacy and numeracy, a minimum of 17 years of age, completed a level 2 Certificate in business or a minimum of 3 years employment experience in a related business area within a recognized industry.

By successfully achieving all competencies or at least 40 credits trainees can articulate to Certificate IV in Business or Finance or find employment in a related business industry area.

Please contact provider to confirm a full-time or part-time duration

Full time:

Part time:

Ref / Code	Title	Level	Credits
GSP A0112	Plan a complete activity	3	2
GSP	Maintain quality and product	2	2

C031 2	care		
GSE P051 2	Follow OHS procedures and observe environment work practices	2	2
BFC C011 1	Process a customer's complaints	3	3
BFB D020 2	Design and produce business documents	3	8
BFM S031 2	Deliver and monitor a service to customers	3	3
BFB O081 6	Manage personal, family, cultural and business obligations	4	3
BFB O011 2	Investigate micro-business opportunities	3	3
BFBP O212	Develop a micro business proposal	3	3
BFB R041 2	Determine resource requirements for the Micro Business	3	3
BFBF O312	Organize finances for the Micro-business	3	5
BTFI O512	Comply with regulatory taxation & insurance requirement for the micro business	3	4
BFB O051 5	Monitor and manage small business operations	4	5
BFFR O312	Maintain financial records	3	3
BFM B031 5	Market the small business	4	5
BFS R031 6	Support the recruitment, selection and induction of staff	4	5

Contact

Vanuatu 4002 27543 Active

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