



POTENTIAL CAREER OPPORTUNITIES

➤ Possible Career Pathways Related to Business Services ➤ Roles in Administrative Support ➤ Small Business Owner

In this course, you will learn how to develop a business plan and manage finances for new ventures. The skill set requirements include the units of competency BSBESB301 Investigate Business Opportunities and BSBESB401 Research and Develop Business Plan. These units, from the BSB Business Services Training Package, meet industry requirements for investigating and planning a micro business, either within or outside of an organisation, for various purposes.

COURSE INFORMATION

The delivery of this qualification is in a blended mode, consisting of 2 weeks of class or virtual attendance — 2 days in week 1 and 3 days in week 2. If required, this is followed by an additional 2 weeks of self-paced study, supported by the RTO trainer.

TRAINING LOCATIONS

Virtual Classroom: Microsoft Teams

(Online link will be provided after enrolment confirmation)

ENROLMENT ENQUIRIES

☎ **1300 436 756**

✉ enquiries@abv.net.au

GOT QUESTIONS?

Reach out! Our friendly team is ready to help you navigate your options and get started.

JOIN US TODAY AND FIND YOUR PLACE [HERE](#)

Units within this Qualification:

| | |
|------------------|-------------------------------------|
| BSBESB301 | Investigate Business Opportunities |
| BSBESB401 | Research and Develop Business Plans |

Enrolment Information:

Students are required to read the Student Handbook and agree to the Terms and Conditions prior to enrolment. All students must satisfactorily complete a Language, Literacy, and Numeracy (LLN) assessment at a minimum of ACSF Level 2 and participate in a course suitability discussion during the pre-enrolment process. Students may be required to complete a digital literacy assessment. Once the enrolment is reviewed, students will receive confirmation of their enrolment. You are required to apply for a personal education number known as Unique Student Identifier (USI) as part of studying a nationally recognised course. To apply for a USI number, go to www.usi.gov.au

Certification:

Upon successful completion, student will receive:

- Statement of Attainment in BSBSS00102 Micro Business Skills Set

Statement of Attainment will be issued under ABV RTO (52592).

Course Fees:

\$400.00

Payment plans are available.

For RPL fees, please refer to the Fees and Charges Policy on our website.

Entry Requirements:

- Students must be Australian citizens, permanent residents, or have legal rights to study in Australia.
- Students should have good computer skills, internet navigation abilities for self-study research, be efficient in interpreting and maintaining documents.

Assessment Methods:

The evidence gathering process will reflect specific requirements for units within the training package. Each student's attainment of the units of competency within this qualification is achieved by their successful completion of a range of assessment activities. For each unit of Competency, these activities may include:

- Written Knowledge Assessments and Case Studies
- Oral Questions, and
- Submission of Supplementary Assessment Evidence

Other Information:

There are no classes scheduled during Public Holidays.

What You Need To Provide:

Student attending the course via virtual classroom should have access to computer/tablet/laptop, speaker, microphone, camera, reliable internet and email access and Microsoft Teams installed.

Further Study Options:

Students who successfully complete the course may choose to continue to BSB40320 Certificate IV in Entrepreneurship and New Business, or a leadership qualification if desired.