

Small Business
Training

Course Options

Self-Employment
Assistance



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BSBSS00102 Micro-Business Skill Set

Course summary

Purpose: The Micro-Business Skill Set provides learners with the essential skills and knowledge to plan, start, and manage a small or micro-business. It supports participants to investigate business opportunities and develop business plans to support business feasibility and financial sustainability.

Duration: 2 months

Entry requirements: Nil entry requirements

Trainer/Assessor name: Jess Jansz

Delivery Method: Online

Funding: Fully funded by the Australian Government

Fees: There are no associated costs with this course

Assessment: Assessments are completed through our learning platform, aXcelerate. These assessments range from online quizzes to developing business documents and recording mock scenarios, helping you apply your learning and demonstrate the skills required to operate a small business.

Included Units

Code	Unit and description	
BSBESB301	Investigate business opportunities	(Core)
BSBESB401	Research and development of business plans	(Core)

On successful completion of these units, you will receive a Statement of Attainment listing your achieved competencies.

Pathway: Units from this skill set can contribute to credit towards BSB30220 Certificate III in Entrepreneurship and New Business or BSB40320 Certificate IV in Entrepreneurship and New Business.

BSBSS00103 New Business Ventures Skill Set

Course summary

Purpose: This skill set provides the essential skills to explore business opportunities, develop proposals, organise start-up finances, and identify resource requirements. It prepares learners to assess viability and plan effectively for launching a new business venture.

Duration: 6 months

Entry requirements: Nil entry requirements

Trainer/Assessor name: Jess Jansz

Delivery Method: Online

Funding: Fully funded by the Australian Government

Fees: There are no associated costs with this course

Assessment: Assessments are completed through our learning platform, aXcelerate. These assessments range from online quizzes to developing business documents and recording mock scenarios, helping you apply your learning and demonstrate the skills required to operate a small business.

Included Units

Code	Unit and description	
BSBESB301	Investigate business opportunities	(Core)
BSBESB302	Develop and present business proposals	(Core)
BSBESB303	Organise finances for new business ventures	(Core)
BSBESB304	Determine resource requirements for new business ventures	(Core)

On successful completion of these units, you will receive a Statement of Attainment listing your achieved competencies.

Pathway: Units from this skill set can contribute to credit towards BSB30220 Certificate III in Entrepreneurship and New Business.

BSBSS00104 Small Business Management Skill Set

Course summary

Purpose: This skill set equips learners with the skills to develop effective business plans, manage compliance requirements, and plan and oversee finances for small business. Together, they provide the foundational knowledge needed to build, operate, and sustain a compliant and financially sound business.

Duration: 6 months

Entry requirements: Nil entry requirements

Trainer/Assessor name: Jess Jansz

Delivery Method: Online

Funding: Fully funded by the Australian Government

Fees: There are no associated costs with this course

Assessment: Assessments are completed through our learning platform, aXcelerate. These assessments range from online quizzes to developing business documents and recording mock scenarios, helping you apply your learning and demonstrate the skills required to operate a small business.

Included Units

Code	Unit and description	
BSBESB401	Research and develop business plans	(Core)
BSBESB403	Plan finances for new business ventures	(Core)
BSBESB405	Manage compliance for small business	(Core)
BSBESB407	Manage finances for new business ventures	(Core)

On successful completion of these units, you will receive a Statement of Attainment listing your achieved competencies.

Pathway: Units from this skill set can contribute to credit towards BSB30220 Certificate IV in Entrepreneurship and New Business.

BSB30220 Certificate III in Entrepreneurship and New Business

Course summary

Purpose: This qualification equips learners with the skills to investigate business opportunities, develop proposals, organise finances, and meet compliance requirements for business. Supporting units in marketing, customer service, research, and resource planning also builds the practical knowledge needed in business.

Duration: 12 months

Entry requirements: Nil entry requirements

Trainer/Assessor name: Jess Jansz

Delivery Method: Online

Funding: Fully funded by the Australian Government

Fees: There are no associated costs with this course

Assessment: Assessments are completed through our learning platform, aXcelerate. These assessments range from online quizzes to developing business documents and recording mock scenarios, helping you apply your learning and demonstrate the skills required to operate a small business.

Included Units

Code	Unit and description	
BSBESB301	Investigate business opportunities	(Core)
BSBESB302	Develop and present business proposals	(Core)
BSBESB303	Organise finances for new business ventures	(Core)
BSBESB304	Determine resource requirements for new business ventures	(Elective)
BSBESB305	Address compliance requirements for new business ventures	(Core)
BSBPEF301	Organise personal work priorities	(Elective)
BSBMKG431	Assess marketing opportunities	(Elective)
BSBMKG435	Analyse consumer behaviour	(Elective)
BSBOPS304	Deliver and monitor a service to customers	(Elective)
BSBINS401	Analyse and present research information	(Elective)

On successful completion of all units, you will receive a full qualification. On partial completion of the above training program, you will be issued a 'Statement of Attainment' listing successful unit outcomes.

BSB40320 Certificate IV in Entrepreneurship and New Business

Course summary

Purpose: This qualification equips learners to research and develop business plans, meet legal and risk requirements, plan finances, and market new ventures. Elective units strengthen skills in investigating opportunities, developing proposals, coordinating resources, assessing marketing options, and analysing consumer behaviour. Together, these units prepare individuals to grow a small business with confidence.

Duration: 12 months

Entry requirements: Nil entry requirements

Trainer/Assessor name: Jess Jansz

Delivery Method: Online

Funding: Fully funded by the Australian Government

Fees: There are no associated costs with this course

Assessment: Assessments are completed through our learning platform, aXcelerate. These assessments range from online quizzes to developing business documents and recording mock scenarios, helping you apply your learning and demonstrate the skills required to operate a small business.

Included Units

Code	Unit and description	
BSBESB401	Research and develop business plans	(Core)
BSBESB402	Establish legal and risk management requirements of new business ventures	(Core)
BSBESB403	Plan finances for new business ventures	(Core)
BSBESB404	Market new business ventures	(Core)
BSBESB301	Investigate business opportunities	(Elective)
BSBESB302	Develop and present business proposals	(Elective)
BSBINS401	Analyse and present research information	(Elective)
BSBMKG431	Assess marketing opportunities	(Elective)
BSBMKG435	Analyse consumer behaviour	(Elective)
BSBOPS401	Coordinate business resources	(Elective)

On successful completion of all units, you will receive a full qualification. On partial completion of the above training program, you will be issued a 'Statement of Attainment' listing successful unit outcomes.