

BSB30220 Certificate III in Entrepreneurship and New Business and, Certificate III in Entrepreneurship and New Business (Health Practice Management)

The Cairnmillar Institute (Cairnmillar) is a Registered Training Organisation (RTO) and provides Nationally Recognised Training (NRT). This means you can be assured that our training will provide you with a qualification that is recognised and respected across Australia.

Course Information

This qualification reflects the role of individuals establishing or carrying on business as a sole trader or contractor, as well as those supporting the establishment of a new venture as part of a larger organisation.

These individuals 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.

What this course offers you:

- Tailored assessments and live tutorials to suit your career goals or current workplace challenges.
- Pay the same as Government funded programs.
- Self-paced learning and evening lecturers allowing you to master in-demand career skills without having to leave your day job.
- Direct pathway into [Certificate IV in Leadership and Management](#) or the [Diploma of Leadership and Management](#).
- Designed and taught by experienced Health Service and Practice Managers.
- Benefit from small class sizes, which promote in-depth discussions and allow students to fully explore the subject areas.
- A supportive environment with a dedicated Lecturer Support Tutor.
- High-quality teaching and learning experience.

Units of competency

Term 1	Term 2	Term 3	Term 4
BSBESB301 Investigate business opportunities	BSBESB303 Organise finances for new business ventures	BSBHHRM415 Coordinate recruitment and onboarding	BSBWHS311 Assist with maintaining workplace safety
BSBESB302 Develop and present business proposals	BSBESB305 Address compliance requirements for new business ventures	BSBTWK401 Build and maintain business relationships	BSBXCM301 Engage in workplace communication

	BSBCRT411 Apply critical thinking to work practices		BSBOPS304 Deliver and monitor a service to customers
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BSBESB301 - Investigate business opportunities

This unit describes the skills and knowledge required to identify a business opportunity and its key components. This requires undertaking research to determine the viability of the opportunity, with reference to the legislative frameworks affecting the business.

The unit applies to those establishing or operating a business providing self-employment, as well as those establishing a new venture as part of a larger organisation. The business opportunities may relate to products and/or services offered by the business.

BSBESB302 - Develop and present business proposals

This unit describes the skills and knowledge required to research the viability of ideas for business opportunities and develop and present proposals for viable options in formats suiting a range of stakeholders.

The unit applies to those establishing or operating a business providing self-employment, as well as those establishing a new venture as part of a larger organisation. The proposals may relate to products and/or services offered by the business.

BSBCRT411 - Apply critical thinking to work practices

This unit describes the skills and knowledge required to use advanced-level critical thinking skills in a workplace context. This includes using methods of analysis, synthesis and evaluation.

The unit applies to individuals who evaluate existing or proposed work practices. These individuals are typically responsible for reviewing or developing work processes, products or services that may be proposed or already existing.

BSBHRM415 - Coordinate recruitment and onboarding

This unit describes the skills and knowledge required to develop and implement strategies to source candidates and to assess their suitability for available positions.

The unit applies to individuals working in a human resources job role, as well as those for whom recruitment and onboarding are part of their broader duties.

BSBWHS311 - Assist with maintaining workplace safety

This unit describes the skills and knowledge required to assist with implementing and monitoring an organisation’s work health and safety (WHS) policies, procedures and programs as part of a small work team.

The unit applies to individuals who have roles in assisting with maintaining workplace safety in an organisation. Individuals closely monitor aspects of work associated with the safe delivery of products and services, and they contribute to influencing safety in the workplace.

BSBESB303 - Organise finances for new business ventures

This unit describes the skills and knowledge required to estimate start-up costs, financial viability and projected cash flow and budget for a new business venture. It involves assessing the need to access required finances based on calculations and estimates undertaken.

The unit applies to those establishing a business providing self-employment, as well as those establishing a new venture as part of a larger organisation.

BSBTWK401 - Build and maintain business relationships

This unit describes the skills and knowledge required to establish, develop and maintain effective work relationships and networks through relationship building and negotiation skills required by workers. These workers may be within an organisation as well as freelance or contract workers.

The unit applies to individuals with a broad knowledge of networking and negotiation who contribute to creating solutions to unpredictable problems. They may have responsibility for and provide guidance to others.

BSBOPS304 - Deliver and monitor a service to customers

This unit describes the skills and knowledge required to identify customer needs, deliver and monitor customer service and identify improvements in the provision of customer service.

The unit applies to those who apply a broad range of competencies in various work contexts. In this role, individuals often exercise discretion and judgement using appropriate knowledge of customer service. They provide technical advice and support to customers over short or long-term interactions.

BSBXCM301 - Engage in workplace communication

This unit describes the skills and knowledge required to communicate (through written, oral and nonverbal form) in the workplace within an industry.

This unit applies to a wide range of workers, but has a specific focus on the communication skills required for workers with limited responsibility for others.

Delivery

Students can enter the course at the beginning of each term – February, April, July and September. The course takes 12 months to complete in total and meets the requirements of a part-time program.

Students undertake the course through self-paced online learning across 10-week block periods. Each week includes one 90-minute live interactive session. **This session is scheduled every Wednesday from 4.30pm until 6pm** and can be attended online or face-to-face at our Hawthorn East Campus, 391-393 Tooronga Road.

2024 Academic Calendar

Term	Weeks	Dates
1	10	5 th February – 14 ^h April 2024
Break	1	15 th April – 21 th April 2024
2	10	22 th April – 30 th June 2024
Break	2	1 st July – 14 th July 2024
3	10	15 th July – 22 nd September 2024
Break	1	23 rd September – 29 th September 2024
4	10	30 th September – 8 th December 2024

Class Schedule

Term 1	Class Dates	Term 2	Class
Class 1	7 th February 2024	Class 1	24 th April 2024
Class 2	14 th February 2024	Class 2	1 st May 2024
Class 3	21 st February 2024	Class 3	8 th May 2024
Class 4	28 th February 2024	Class 4	15 th May 2024
Class 5	6 th March 2024	Class 5	22 nd May 2024
Class 6	13 th March 2024	Class 6	29 th May 2024
Class 7	20 th March 2024	Class 7	5 th June 2024
Class 8	27 th March 2024	Class 8	12 th June 2024

Class 9	3 rd April 2024	Class 9	19 th June 2024
Class 10	10 th April 2024	Class 10	26 th June 2024

Term 3	Class Dates	Term 4	Class
Class 1	17 th July 2024	Class 1	2 nd October 2024
Class 2	24 th July 2024	Class 2	9 th October 2024
Class 3	31 st July 2024	Class 3	16 th October 2024
Class 4	7 th August 2024	Class 4	23 rd October 2024
Class 5	14 th August 2024	Class 5	30 th October 2024
Class 6	21 st August 2024	Class 6	6 th November 2024
Class 7	28 th August 2024	Class 7	13 th November 2024
Class 8	4 th September 2024	Class 8	20 th November 2024
Class 9	11 th September 2024	Class 9	27 th November 2024
Class 10	18 th September 2024	Class 10	4 th December 2024

If you are granted extensions, special consideration, or additional reassessments then the course can take longer to complete.

Entry Requirements

Entrants will normally be 18 years of age or older, with a minimum education level of 10 or Certificate III, have work experience and have access to a workplace. Applicants must be proficient in English and be technologically literate, with sound ability using computers and online tools, as well as access to a laptop or home computer for research tasks.

Those applying who do not have a degree, may enter into a process in which they may be granted entry in recognition of previous experience where an equivalence of earlier learning or knowledge and skills gained through work or life experience, which can be assessed. Entrants will however be required to complete a language and numeracy test prior to commencement of the course.

It is also recommended that all learners have confidence using computers and online tools, as well as access to a laptop or home computer for research tasks.

When you apply to enrol, you must complete the [online enrolment form](#), and supply the following documents with your online application:

- Evidence of highest qualification (e.g. academic transcript or ATAR documentation)
- A short written statement (500 words) about why you want to study this course
- Evidence of identity and citizenship status (e.g. passport)

The course or program leader can vary these entry standards where they have evidence that the student has equivalent learning and comprehension skills sufficient for the course. If you are unsure about your suitability or eligibility for this program, please contact pd@cairnmillar.edu.au to discuss your specific situation in more detail.

Assessments

Each unit of competency has an assessment workbook to help you complete all of the required tasks and evidence for the unit. You may be required to complete workplace observations, in class activities, in class tests, or other scheduled activity which will be detailed in your unit workbooks. Your teacher will talk through these activities with you on the first day of each term.

You have until the end of your enrolment period to finish and submit all of your workbooks for that term, but many activities are completed in class or at suggested times to help keep you on track with your learning.

Information about extensions, special considerations and alternative assessments can be found in your [VET Student Handbook](#).

Contacts and Teachers

- Program Coordinator and Lead Teacher: To be confirmed.
- Lecturer Support Tutor: To be confirmed.
- Administration and Enrolment: Lana Winzar

All enrolment enquiries should be directed to pd@cairnmillar.org.au.

Contact details for our Trainers and Lecturer Support Tutor will be provided upon enrolment.

Resources

You will be provided with the following materials as part of your course:

- Learning Management System (Cairnmillar eLearn) access for course materials, videos, and additional resources.
- Unit workbooks - Always have your workbooks available during the weekly interactive sessions.

Important Links

Learning Management System (Cairnmillar eLearn): <https://cairnmillar.e-learnme.com.au/>

VET Student Handbook: [Course Handbook](#)

Tuition Fees

Tuition fees are paid on a term-by-term basis.

Teaching Period	Course Fees	Payment Due Date	Withdrawal Date
Term 1	\$500	21 January 2024	7 February 2024
Term 2	\$500	7 April 2024	24 April 2024
Term 3	\$500	30 June 2024	17 July 2024
Term 4	\$500	15 September 2024	2 October 2024
Total:	\$2,000		

Withdrawals

Students need to withdraw by the first withdrawal date in order to pay no fees for this course, if you withdraw after the first withdrawal date only units for future terms will be refunded and removed from your record.

Please refer to the VET Student [Course Handbook](#) for more information on Tuition Fee Payments and Course Withdrawals.

Re-assessment Fees

You will normally be eligible for at least two attempts at any assessment in this course. Reattempts will normally be submitted during the feedback and assessment week at the end of the enrolment term.

If you need further attempts, then a re-assessment fee of \$100 per assessment workbook may apply unless Special Consideration is approved for the re-attempt.

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