



# AE150 Operating a Small Business Skill Set (Fee Free)

National ID: AE150 | State ID: AE150

## About this course

### Description

This skill set is aimed at those who operate a small business or are seeking an administration support position in a small business. The Operating a Small Business Skill Set will prepare you with the skills and knowledge to get you job ready or to improve how you operate a business of your own. You'll learn how to design and produce business documents and publications, digitally design and develop text-based documents, develop spreadsheets through the use of both cloud-based and noncloud based applications, identify financial requirements of a business including profit targets, cash flow projections and strategies to gather financial support, and understand workplace health and safety (WHS) legislation and its application to safe work practices. It even covers how to create and build a social networking presence using social media tools and applications.

### Certification

On successful completion of this course, students will receive a statement of attainment for the following units

- BSBITU306 Design and produce business documents
- BSBITU313 Design and produce digital text documents
- BSBITU314 Design and produce spreadsheets
- BSBSMB402 Plan small business finances

BSBWHS307 Apply knowledge of WHS legislation in the workplace  
ICTWEB201 Use social media tools for collaboration and engagement

This course will be offered at these campuses: Albany, Bunbury, Busselton, Collie (2021), Denmark, Esperance, Harvey (2021) , Margaret River, Mount Barker and Narrogin.

Denmark - Tuesdays and Wednesdays 9am – 3pm (12 sessions). 20, 21, 27, 28 October, 3, 4, 10, 11, 16, 17, 24, 25 November

If a campus offering this course is not featured in the menu list below or doesn't have dates, it means they don't have dates set right now but they are being planned. You can keep checking this page or use the enquiry form to register your interest.

### Fees

Student who meet one or more of the following eligibility requirements will be eligible for fee free (course and resource fee) training.

### Eligibility requirements

- Persons aged 15—24 years at the time of enrolment (excluding school students)
- Secondary school-aged persons who are not enrolled at school.
- Persons receiving the JobSeeker or JobKeeper payment.
- Persons and dependents of persons receiving the Youth Allowance, AUSTUDY or ABSTUDY.
- Persons and dependents of persons holding:
  - a Pensioner Concession Card or Health Care Card; or
  - a Repatriation Health Benefits Card issued by the Department of Veterans' Affairs.
- Dependents of persons who are inmates of a custodial institution.

Students who do not meet one or more of the criteria listed above are able to enrol in the skill sets and pay the applicable course and resource fees in accordance with the Department of Training and Workforce Development's current Fees and Charges Policy, available at [dtwd.wa.gov.au](http://dtwd.wa.gov.au).

**If you do not meet the [fee free eligibility criteria](#) for this course, please enrol in the [Operating a Small Business Skill Set](#).**

## Overview

In order to comply with COVID-19 Government directed social distancing guidelines, some courses may include a mix of online and classroom based training delivery, as well as practical and work experience placements.

While the mode of delivery might vary, the content and key learning outcomes of the course will remain the same.

The precise mix of delivery method will vary from course to course. The time, place and method of delivery may also vary across the semester to ensure social distancing and safe training delivery for staff and students during the COVID-19 pandemic.

South Regional TAFE will provide students with adequate support to work in online environments where necessary.

## Available Semester 1 & Semester 2, 2020

---

### Narrogin - To be advised



When: **Available Semester 1 & Semester 2**



How: **On Campus**

## Units

---

### Core

National ID	Unit Title
BSBITU306	Design and produce business documents
BSBITU313	Design and produce digital text documents
BSBITU314	Design and produce spreadsheets
BSBSMB402	Plan small business finances
BSBWHS307	Apply knowledge of WHS laws in the workplace
ICTWEB201	Use social media tools for collaboration and engagement

## Job opportunities

This skill set will prepare you for operating a small business in a wide range of industries, whether you plan to work in an administrative role or you are running your own business.

## Fees and charges

Indicative fees and charges 2020 [\[click here\]](#). These are estimated 2020 tuition and resources fees for the average course.

Your fees will be calculated from your individual circumstances at the time of enrolment.

Concessions (for eligible courses at certificate levels I to IV) and annual course fee caps may apply. Other charges may apply.

### VET Student Loan

Students in Diploma qualifications and above may be assisted through a loan under the Commonwealth Government's VET Student Loan scheme. Only an Australian citizen, a permanent humanitarian visa holder and resident in Australia, or a New Zealand Special Visa 444 student who can also provide evidence of a WACE Certificate (completion of Year 12) or equivalent can apply for a loan. For more information please see <http://studyassist.gov.au/sites/StudyAssist/> (Opens in a new window )

For information on the VET Student Loan process at South Regional TAFE please see <http://www.southregionaltafe.wa.edu.au/futurestudents/vet-student-loans>

### International students

Fees, charges, available locations, applications, and enrolment procedures for international students are different to those applicable to local students.

International students can only study full-time. For information on international student fees and application, please follow this link to the TAFE International WA website [www.tafeinternational.wa.edu.au/courses](http://www.tafeinternational.wa.edu.au/courses)

**Please note, fees are subject to change.**