



Need new skills to get a job?

# Now's the time to get skills ready with **fee-free** training!

Operating a Small Business Skill Set is FREE – that means no tuition, resource or administration fees.  
**Get skills ready – enrol now!**

## OPERATING A SMALL BUSINESS SKILL SET

State ID AE150

### Overview

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 non-cloud 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.

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.

### Further study options

The units in this skill set may lead to the qualifications listed below and other qualifications that allow selection of these units.

#### Half price courses<sup>†</sup>:

- » Certificate III in Tourism
- » Certificate III in Events
- » Certificate IV in Business
- » Certificate IV in Project Management
- » Certificate IV in Human Resources

#### Other courses:

- » Certificate IV in Financial Practice Support
- » Certificate IV in Financial Services
- » Certificate IV in Business Administration

**LOWER FEES  
LOCAL SKILLS**

<sup>†</sup>Eligibility requirements apply.  
Talk to your training provider  
or local Jobs and Skills Centre.

### How to enrol

Visit [jobsandskills.wa.gov.au/skillsready](http://jobsandskills.wa.gov.au/skillsready) for a list of training providers approved to deliver this skill set, or alternatively visit your local Jobs and Skills Centre or contact them on 13 64 64.

### For more information

Check out the Frequently Asked Questions under the 'Skills Ready' section of the Jobs and Skills WA website.



Call your local Jobs and Skills Centre on **13 64 64**  
for more information or visit [jobsandskills.wa.gov.au/skillsready](http://jobsandskills.wa.gov.au/skillsready)

## Units of competency

Unit code	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 legislation in the workplace
ICTWEB201	Use social media tools for collaboration and engagement

### Eligibility criteria

The Operating a Small Business Skill Set is free for everyone. That means there are no tuition, resource or administration fees.

### Delivery locations:

North Metropolitan TAFE  
T: 1300 300 822  
E: [enquiry@nmtafe.wa.edu.au](mailto:enquiry@nmtafe.wa.edu.au)  
Study mode: Online  
Delivered at Northbridge campus

South Metropolitan TAFE  
T: 1800 001 001  
E: [info@smtafe.wa.edu.au](mailto:info@smtafe.wa.edu.au)  
Study mode: Blended/online  
Delivered at Thornlie and Rockingham campuses

North Regional TAFE  
T: 1300 996 573  
E: [info@nrtafe.wa.edu.au](mailto:info@nrtafe.wa.edu.au)  
Study mode: To be confirmed, contact directly

South Regional TAFE  
T: 1800 621 445  
E: [courseinfo@srtafe.wa.edu.au](mailto:courseinfo@srtafe.wa.edu.au)  
Delivered at Albany, Bunbury, Busselton, Esperance, Margaret River and Narrogin campuses

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