



# Operating A Small Business Skill Set

Ready to be your own boss?



Fee Free  
**\$0**

for Perth and Peel residents

This course is a 100% Fee-FREE course in Western Australia for Perth and Peel residents only. The skill set is designed for small business owners, managers or those wanting to enter into small business.

### Upskill now for free!

Whether you are thinking of starting your own business or working in a small business, this course will prepare you with the skills and knowledge to get you job ready or to improve how you operate a business of your own.

This course is suitable for anyone working in a small business in any industry, from owner to manager or administration support.

The units in the skill set are nationally recognised and may be used as credit toward further qualifications.

WA Code	AE617
Delivery method	Classroom & Online
Duration	6 months
Assessments	<ul style="list-style-type: none"><li>▪ Multiple choice</li><li>▪ Short answer</li><li>▪ Written reports</li></ul>
Qualification level	Skill Set
Nationally recognised	Yes, units of competency only
Education Pathways	<ul style="list-style-type: none"><li>▪ Certificate III in Business</li><li>▪ Certificate IV in Accounting &amp; Bookkeeping</li></ul>

## WHY STUDY WITH US?



Expert trainers & assessors  
and in-depth learning  
resources



Amazing support from our  
dedicated student support  
team



Gain credits towards further  
nationally recognised  
qualifications

# AE617

## Course Content



This course covers 5 units of competency, and prepares you for starting, managing or working in a small business.

CODE	DESCRIPTION
BSBTEC301	Design and produce business documents
BSBTEC302	Design and produce spreadsheets
BSBWHS307	Apply knowledge of WHS laws in the workplace
BSBESB403	Plan finances for new business ventures
ICTWEB306	Develop web presence using social media

## Nationally Recognised Training

As a Registered Training Organisation (ID 52240), we comply with the government's strict quality and consistency standards. We conduct regular audits to ensure we keep this accreditation and deliver the level of training you deserve.

The units of competency in this Skill Set are recognised in all states and territories of Australia.



# AE617

## Class and Online Learning



This course is combination of face-to-face and online learning, there are 10 full-day classes held weekly and additional online study is required.

### Wanneroo Classroom

#### **STARTS TUESDAY, 22 MARCH 2022**

10 weekly classes, every Tuesday 8.30 am to 4.30 pm.

Classes are held at Wanneroo Library & Cultural Centre Theatrette, 3 Rocca Way, Wanneroo WA 60651.

Our highly-experience trainers provide in-depth classes with comprehensive learning material, case studies and examples. There is time to review key learning concepts, ask questions and perform practice exercise with the trainer.

Note: It is a funding requirement that students attend every class.

### Online Learning

In addition to attending weekly classes, students may need to complete online study each week, including assignment/class preparation and research. The time needed for additional online study is flexible and will depend on your prior knowledge and ability.

Students have 6-months' access to our Online Student Platform. All learning material and assessments are accessed via the platform so you can review the material at your own pace and at a time that suits your family and work commitments.



# SKILLS READY

Boost your skills for the future

# AE617

## What you need to know



### Who is eligible to enrol in this course?

There are no formal education requirements for this course. To be eligible for WA Government subsidies under the Jobs and Skills WA - Skill Ready program, you must be:

- living and working in Perth or Peel, Western Australia;
- have left school;
- be **one** of the following:
  - a) Australian citizen;
  - b) New Zealand citizen;
  - c) Permanent Resident; or
  - d) Holder of a temporary resident visa approved by the Government of Western Australia Department of Training and Workforce Development.

In addition, to align with the WA Government's roadmap and public health directions, all students are required to have a COVID-19 Vaccination Certificate to attend classes.

### What learning materials are included?

In addition to weekly online classes, you will have access to:

- Digital (non-printable and non-editable) training manuals;
- Case studies and practice exercises
- Past online classroom recordings of key learning concepts

### What will I learn?

On completion of this course you will be able 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.
- understand workplace health and safety (WHS) legislation and its application to safe work practices.
- how to create and build a social networking presence using social media tools and applications.

### What is the duration of studying

The maximum duration for completing this course is 6 months. There are weekly classes and students are also required to allocate time towards additional online learning and completing course material. The time it will take to complete is flexible and dependent on your ability, knowledge and time available.

### How is the course assessed?

You will undertake:

- Short Answer Questions
- Case Studies
- Written Reports
- Multiple Choice

### Student support

In addition to weekly classes with your trainer, we provide comprehensive support for all students including:

- Dedicated student services team
- Student-only Facebook Group with over 3,000 members
- Dedicated student support phone line, 8am to 4pm AWST
- Dedicated phone line to assessors, 8:30am to 1pm AWST
- Online Support Ticket system - lodge a ticket any time

### What materials do students need to provide themselves?

- Students will need to bring their own laptop to classes.
- The laptop must have a Windows operating system as all student files are supplied in Windows format.
- The laptop must have Microsoft Word and Excel.
- Access to a reliable internet service for any additional online learning to be completed outside classroom hours.

Applied Education has specialised in accounting, bookkeeping and business training since 1999, and it remains our primary focus today. Our commitment is to career-orientated training and outstanding student support.

## Why Study With Applied Education?



### FLEXIBILITY

We offer online learning and you can start at any time!

### EXPERTISE

Our trainers and assessors are industry professionals with years of relevant experience.



### SUPPORT

We provide comprehensive support to students throughout the duration of their course of studies.

### QUALITY

We pride ourselves on the quality of education we provide and continuously seek to raise that standard.



### AFFORDABILITY

We believe that our tuition fees are fair and are a reflection of the quality of education that we provide.

# Ready to enrol?

## Simple 3-Step Process



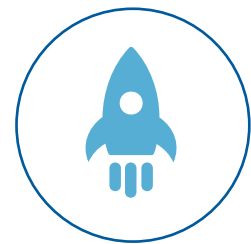
### Click Enrol Now

Click the button below.



### Enrolment Application

Complete the online Eligibility Application.



### You're All Done

Once your eligibility is confirmed we will send an email to book your place on the next available course.

**APPLY NOW**



#### DESCRIPTION

AE617 Operating a Small Business Skill Set

#### COSTS

**FREE**