



Creative Vision
Innovation Training Learning

CREATIVE VISION
TRAINING RTO 46013

2026
BSB30220

Certificate III
Entrepreneurship and Small Business



TABLE OF CONTENTS

- Course Information
- About Company
- Course Description
- Course Structure
- Delivery Schedule
- Assessment
- Learning Resources
- Fee Schedule
- How to Apply
- Learner Handbook

COURSE

INFORMATION

What is this qualification about?

Achieve your goals of self-employment, financial rewards and control over your own destiny!

Work for yourself setting up or carrying on business as a sole trader or contractor.

Do what you love and know how to do! Let us help you build the business and meet the legal and technical obligations.

Who should do this course?

- Anyone with a great idea for a new business.
- People who have always desired to become entrepreneurs and small business owners.
- People seeking to transform their own knowledge and skills into a thriving business.
- Individuals aiming for to work for themselves or earn a second income.

What jobs will this qualification help me get?

This qualification prepares students for entrepreneurship and new small business in any industry. Some examples are:

- Educational support and training services
- Trade contractors
- Personal and Home Services
- E-Commerce Development and Sales
- Business and Office Support Services
- Technology advice and support

WHY CHOOSE US?

Get skills to make money, Find your passion, Find yourself, Tell your story your way. Show up as who you should be, Believe in yourself!



HIGHLY QUALIFIED
PROFESSIONALS



FRIENDLY AND
SUPPORTIVE TRAINERS



CREATE A LIFE YOU
LOVE!



ONE TO ONE STUDENT
SUPPORT



WE ARE HERE TO
ASSIST YOU

ABOUT CREATIVE VISION TRAINING

WELCOME TO CREATIVE VISION TRAINING

Creative Vision Training was registered May 2023 as an RTO (ID 46013)

Previous to registering the RTO we have had a presence in the Vocational Education and Training Industry as a training consultancy since 2008 . We work with RTO's, Job Service Providers and private and government organizations to deliver programs to client groups and individuals.

We offer non-accredited customised programs, and accredited national qualifications.

Creative Vision Training is dedicated to delivering high-quality and flexible training, with an emphasis on student support.

We provide face to face workshops and an online learning environment, and 24/7 access to course content.

We have over 40 years experience in vocational and higher education development and delivery.

Our values are:

Meeting client needs

Customer service

Student wellbeing

Current and comprehensive training and assessment

Innovative educational training design

Compliance with the Standards for RTOs 2015 and relevant legislation.



MEET THE TEAM

Anne Buhagiar

Founder, Trainer and Assessor



Anne has been in the vocational education and training sector for over 40 years. For the first 25 years Anne worked for TAFE NSW as a trainer and as a curriculum and resource designer, accreditation and assessment policy officer and in flexible learning professional development. During this time Anne was also project manager for a number of National projects.

In the past 12 years, Anne has run her own business as an instructional designer and e-learning consultant, also as a face to face and online trainer for TAE, Project Management and Leadership and Management.

In 2023 Anne registered Creative Vision Training as an RTO and is focusing on quality management and compliance with the Standards for RTOs 2015, soon to be 2025 and the development of learner friendly learning materials.

Anne holds a Master of Education in Curriculum Development and Educational Psychology, Vocational qualifications include TAE50116 VET and TAE50216 Design and Development, and the TAE40122 Certificate IV in Training and Assessment, BSB40920 Certificate IV in Project Management Practice and BSB40320 Certificate V in Entrepreneurship and New Business BSB50215 Diploma of Business and BSB51615 Diploma of Quality Auditing, BSB61015 Advanced Diploma of Leadership and Management, PSP50112 Diploma of Government.

Michael Buhagiar

Project Management Specialist Trainer and Assessor



Michael Buhagiar taught in the School of Project Management and its predecessor at the University of Sydney from 2014 to 2024. During that time he also taught extensively in the vocational system. Michael's industry background is in textbook publishing for an American global company. He holds two Masters degrees in project management and a doctorate in another discipline, and his vocational qualifications include BSB50820 Diploma of Project Management, TAE40116 Certificate IV in Training and Assessment, TAE50211 Diploma of Training Design and Development, and TAE50116 Diploma of Vocational Education and Training. Michael holds the Project Management Professional certification from the Project Management Institute.

BSB30220 Certificate III Entrepreneurship and Small Business

COURSE DESCRIPTION

The BSB30220 is an operational qualification that equips learners with knowledge and skills to develop and drive their own small business. Covering key phases in setting up a small business—including research and planning, compliance, finance and knowledge and practical skills to ensure an entrepreneur is equipped to develop and run a small business efficiently and effectively.

What You'll Learn

- Investigate business opportunities
- Work practices
- Organize finances
- Recruiting and managing staff
- Assisting in the management of project human resources and stakeholder information.
- Workplace communication and safety

Duration:

- Part-time: 12 months



Course Structure

The core and elective units apply to entrepreneurs and small business developers.

CORE UNITS: Complete all four core units.

BSBESB301 Investigate business opportunities

BSBESB302 Develop and present business proposals

BSBESB303 Organize finances for new business ventures

BSBESB305 Address compliance requirements for new business ventures

ELECTIVE UNITS: Six elective units.

BSBCRT411 Apply critical thinking to work practices

BSBHRM415 Coordinate recruitment and onboarding

BSBSTR401 Promote innovation in team environments

BSBTWK401 Build and maintain business relationships

BSBWHS311 Assist with maintaining workplace safety

BSBXCM301 Engage in workplace communication

TRAINING DELIVERY

Our training is delivered through a flexible, blended learning model incorporating:

- Online Learning: Access course materials and resources through the Creative Vision Learning platform. Via the portal students gain access to online learning materials, recorded webinars for content and assessments, case studies, ebooks, learning tasks, videos, resources,

Duration and Delivery :

The suggested duration is 12 months, but the qualification can be completed in a shorter time depending on the time a learner has available for online learning and assessment.

Support for students includes -

- Assigned an assessor that supports and coaches for the whole qualification
- Course Orientation for new students
- Scheduled virtual Seminars for each unit and weekly virtual tutorials.
- Drop-in support sessions with assessor as requested.

Delivery pattern - 3 evenings per week via zoom videoconference

Weekly workshop - Compulsory subject matter delivery 6 - 9pm

Tutorial support -support activities and assessment zoom workshop 6 - 9 pm twice per week.



ASSESSMENT

Assessments are designed to reflect real-world entrepreneurial and small business activities

- Practical Exercises: Apply knowledge to practical tasks.
- Workplace-based Projects: Demonstrate competency through actual or simulated workplace activities.
- Role-plays and Presentations: Some assessments may require video evidence to showcase skills.

ASSESSMENT PLAN

For each unit the assessment will consist of

- Knowledge questions
- Performance tasks
- Project

Completed assessment tasks are due at the end of each month after the unit is delivered to the learner. An additional 2- 3 months and tutorial assistance will be available at the end of delivery if additional time is required to complete assessment tasks. By keeping up with this schedule learners will be able to complete the course within twelve months. There is flexibility for learners who are able to complete assessment tasks earlier to do so. Recognition of Prior Learning is also available by providing evidence of skills and knowledge of the subject matter. More details about RPL can be found in the learner handbook on our website: www.creativevisiontraining.edu.au



LEARNING RESOURCES

Students will have access to a range of resources to support their learning journey:

Online textbooks, and
Email Support forums
Videos
Social Media group
Self study and research links

Pathways from the Qualification

After achieving this qualification candidates may wish to undertake BSB40920 Certificate IV in Entrepreneurship and New small business to extend their knowledge and skills and to continue the support and community for their small business.

Candidates may be eligible for some advanced standing depending on units selected..



Entry Requirements

In order to succeed in our online qualifications, our students are required to:

- Be 18 years or older at the time of registration
- Demonstrate the required level of competency in English language, literacy and numeracy (LLN) skills

While there is no formal prerequisite study required to enter this qualification, it is beneficial for students to have some relevant work experience to assist with the learning application required for this course. This may have been obtained through formal and/or informal training, work experience and life experience.

Technical Requirements

You will need regular access to a laptop, desktop computer or another device with the following:

- An adequate and reliable internet connection
- At least the equivalent of Microsoft Office or Office for Mac, with word-processing capabilities and spreadsheets
- A PDF Reader installed
- Full permissions to install and access third-party software as required

Computer Literacy

For Zoom classes, stable internet connection is essential. Your computer will need to be enabled with a camera and microphone (most computers come with these in-built).

All assessment documents are written in Microsoft Word.

You will need to be competent using this program. It is essential that if you do not know how to use this program that you seek tuition before your course commences.



Literacy Requirements

There are underlying skill requirements of the BSB Business Services Training Package units.

- Candidates are advised that they will need to possess effective language, communications and interpersonal skills and have the ability to complete a range of documentation.
- Candidates will also be expected to read and understand information, present information, use technology and prepare various plans and documents.
- Candidates who would like to discuss reasonable adjustments to training and assessment can contact the RTO before enrolment.
- Where a student has an identified need for assistance with language, literacy or numeracy Creative Vision Training trainers and assessors will provide advice or assistance as required.

FEES

Tuition Fees: \$100 per unit for 10 units - Total \$1000

Additional Costs: No additional fees for resources and materials. Any business costs are required to be covered by the learner.

Payment

Upfront Payment of \$500 (including a non-refundable administration fee of \$300) plus a further payment \$500 in the first four weeks of training delivery.



HOW TO APPLY AND ENROL

Step One

Complete an online application form from the Creative Vision Training Website at the following link <https://creativevisiontraining.edu.au>.

You must also download and read the Learner Handbook and Student Support Information.

This course information booklet is also accessible from the website under the QUALIFICATION tab.

Step Two

Submit your completed application form online

Email to: anne@creativevisiontraining.edu.au

Step Three

When your application is received an academic member of Creative Vision Training will call to answer any questions you may have and that this is the right course for you. We will discuss with you what you wish to achieve and any specific needs for support you may have.



LEARNER HANDBOOK - POLICIES AND PROCEDURES

Learner Handbook

Please refer to the Learner Handbook at www.creativevisiontraining.edu.au for detailed information on:

- Policies and Procedures: Including attendance, assessment, and conduct.
- Support Services: Academic support, career services, and student wellbeing resources.
- Refunds and Withdrawals: Processes and terms.

Policies and Procedures

At Creative Vision Training, we are committed to providing a supportive and equitable learning environment. Our policies ensure compliance with the Standards for RTOs 2015, focusing on:

- Fairness and Flexibility: In assessment and learning approaches.
- Transparency: Clear communication of course requirements and expectations.
- Student Support: Offering resources and assistance to help you succeed.
- Currency with Industry practices and trainers who are experienced and up to date experts in their field.



Work with Creative Vision Training

0432 805 882

www.creativevisiontraining.edu.au

anne@creativevisiontraining.edu.au

Sydney/Parramatta, NSW



Creative Vision
Innovation Training Learning