



Pacific Technical
and Further
Education

CERTIFICATE III IN SMALL BUSINESS DEVELOPMENT & MANAGEMENT

This programme is internationally recognised by the Small Business Association of Australia and nationally accredited on the Fiji Qualifications Framework (FQF) by the Fiji Higher Education Commission (FHEC). It is also registered on the Pacific Register of Qualifications and Standards (PRQS).

DESCRIPTION

The programme is designed to support individuals who already manage their own businesses but do not have entrepreneurial training, those intending to start their own businesses, or individuals who work within the small business sector. The programme will provide essential knowledge and skills in business planning, partnership development and communication with customers and suppliers. Additionally, this training promotes the development of necessary risk assessment skills and capabilities for small business operators.

CAREER OPPORTUNITIES

This programme is designed to train individuals, especially youths to develop and operate small businesses.

LENGTH OF PROGRAMME

Part Time	1 year
Full Time	1 semester

ELIGIBILITY/ADMISSION REQUIREMENTS

To be admitted to this programme, a person:

- i. Must be 18 years and over and minimum pass in Form 4/Year 10 with English; or,
- ii. Meet the University mature student admission criteria.

COURSE INFORMATION

This programme has a total of four (4) courses.

Course Code	Course Title	Semester	Delivery Mode	Campus	Fees (FJD)
CESB 31	Opportunities, Rules and Risk Management	1 & 2	Blended	Laucala	\$330
CESB 32	Customer Service, Marketing & Communication	1 & 2	Blended	Laucala	\$330
CESB 33	Operations & Management	1 & 2	Blended	Laucala	\$330
CESB 34	Managing your Money	1 & 2	Blended	Laucala	\$330

ASSESSMENT

Assessment varies with each course which may include observations, questions and answers, case studies, portfolios, work samples, assignments, written tasks, oral questioning, projects, training record books, practical demonstrations, and third party reports.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) takes into account the knowledge and skills you have already gained through your previous education and work. This may be through formal or informal training, paid or unpaid work experience, and can earn you credits if relevant to the courses of this programme. Student may apply for RPL with \$100 application fee when enrolling for the programme. Student is to pay full course fee for the courses that have been awarded with an RPL.

CREDIT TRANSFER

Do you already have a qualification, statements of attainment or academic statements for courses completed at another recognised institution? If yes, Pacific TAFE may award credit transfers after assessing: learning outcomes, content, credit points and assessment tools used; and ascertaining their relevance and appropriateness to this qualification. This one-off absolute decision lies with Pacific TAFE. There is no cost for this arrangement.

EXIT POINTS

You may exit from this qualification and receive a Statement of Attainment for courses you have successfully completed.

LEARNING RESOURCES & SUPPORT SERVICES

Students are issued with learning materials and hand-outs relevant to each course. Some courses require the purchase of text books/manuals; these are available from the USP Book Centre and a copy is available from the University Library. Students will have full access to Library, Counselling Programmes, ITS Labs, email access, online learning support and Campus Life activities. Learning Support Team provides learning support via one-to-one consultation through an "open door" policy, Academic Skills Workshops and Industry Mentoring Programmes. Students can also access online learning support on "Moodle" which is USP's online learning management system.

USPS' OBLIGATIONS, STUDENTS' RIGHTS

The Student Grievance Policy and Procedures apply to all students of the University. The Student Grievance Policy provides the guiding principles for resolving student grievances, and appealing decisions about grievances. The Policy is accompanied by the Student Grievance Procedures (together referred to as the 'Student Grievance Policy and Procedures'). Students enrolled in a course will automatically become members of the USP Students' Association.

FOR MORE INFORMATION CONTACT:

Customer Service Centre

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