

## COURSE OUTLINE



### **BSB40407 Certificate IV in Small Business Management**

#### **Award**

#### **BSB40407 Certificate IV in Small Business Management**

<b>Intakes</b>	Enrolments throughout the year
<b>Commences</b>	Please contact us for more information
<b>Contact hours</b>	<b>Nominal Hours 450</b>

This program is designed to be delivered over 8 weeks, 4 x 6 hour sessions per week.

#### **Outline**

This nationally recognised qualification is designed for those who are currently employed and seek the skills and knowledge to start their own business or manage an existing business. You will gain the necessary knowledge and learn practical skills necessary to manage a small business. The qualification provides training to teach you how to establish legal and risk management requirements, plan small business finances, market your business, develop customer service strategies, promote innovation, promote products and services, and more.

**Career Opportunities:** Small business manager

#### **Entry requirements:**

Nil. It is recommended that students have successfully complete Year 10 studies and have basic adult literacy and numeracy skills. All students wishing to enrol will be required to undertake a Language Literacy and Numeracy assessment

#### **Pathways into this qualification**

Candidates may enter the qualification through a number of entry points demonstrating potential to undertake vocational education and training at certificate level, including:  
with personal or vocational experience in a specific industry with vocational experience in a specific industry and an industry specific qualification.

#### **Pathways from this qualification**

After achieving this qualification candidates may undertake a qualification in a specialist area within business such as marketing, management, human resources.

## Training and Assessment

Training is conducted via class-room based face-to-face delivery. To be deemed competent in each unit of study in this course and be awarded the qualification, students must complete all assessments satisfactorily. Some of these will be undertaken in class, others you will need to complete outside of class hours. In this course, assessment is completed by written question and answers, practical demonstration in a simulated work environment, and completion of a workplace-based project.

The major task you need to complete for assessment involves developing a **Business Plan** for your business. This will help guide your business practices for the years ahead.

## Recognition of Prior Learning

Green Business Audit & Training recognises the skills and knowledge you have gained through formal and informal education and training, and work or life experience. Students wishing to apply for RPL must do so upon enrolment and apply for RPL via our RPL Application Kit for this course, available from our offices. Students must first enrol in the course. Refer to our Fees Terms and Conditions Policy for associated fees.

## Language Literacy and Numeracy

To ensure that you have an adequate Language Literacy and Numeracy levels to complete this qualification, we will conduct an LLN review as part of the pre-enrolment process

## Fees

Enrolment fees are payable at the time of enrolment. Please enquire about current fees. For current information on Fees and our Refund Policy see our **Policies** information at [www.greenrto.com.au](http://www.greenrto.com.au)

## Course content

**Total number of units : 10 - 4 Core Units, 6 elective units**

### Core Units

**BSBSMB401A      Establish legal and risk management requirements of small business      60 hrs**

This unit describes the performance outcomes, skills and knowledge required to identify and comply with the regulatory, legal, taxation and insurance requirements, and risk management needs of small business. Specific legal requirements apply to the management of a small business

**BSBSMB402A      Plan small business finances      50 hrs**

This unit describes the performance outcomes, skills and knowledge required to develop a financial plan to support business viability. Specific legal requirements apply to the management of a small business

**BSBSMB403A      Market the small business      50 hrs**

This unit describes the performance outcomes, skills and knowledge required to develop and implement marketing strategies, and to monitor and improve market performance. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**BSBSMB404A      Undertake small business planning      50 hrs**

This unit describes the performance outcomes, skills and knowledge required to research and develop an integrated business plan for achieving business goals and objectives. Specific legal requirements apply to the management of a small business

**Elective Units: 6**

**BSBSMB301A      Investigate microbusiness opportunities      30 hrs**

This unit describes the performance outcomes, skills and knowledge required to develop business ideas, and to investigate market needs and factors affecting potential markets.

**BSBADM409A      Coordinate business resources      30 hrs**

This unit describes the performance outcomes, skills and knowledge required to determine and analyse existing and required resources, their effective application and the accountability for their use. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**BSBMKG401B      Profile the market      50 hrs**

This unit describes the performance outcomes, skills and knowledge required to profile a target market or market segments in accordance with a marketing plan and to develop market positioning strategies. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement

**BSBMKG402B      Analyse consumer behavior for specific markets      60 hrs**

This unit describes the performance outcomes, skills and knowledge required to analyse consumer behaviour to target marketing to specific markets and specific needs. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement

**BSBRES401A      Analyse and present research information      40 hrs**

This unit describes the performance outcomes, skills and knowledge required to implement and monitor the organisation's occupational health and safety (OHS) policies, procedures and programs in the relevant work area to meet legislative requirements. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**BSBFIA402A**

**Report on financial activity**

**30 hrs**

This unit describes the performance outcomes, skills and knowledge required to report financial activity for business both in response to client requests and to meet statutory requirements such as the completion of statutory requirement reports.

### **Employability Skills for this qualification**

This program has been mapped to the National Employability Skills and during the execution of this qualification the student will learn the Employability Skills which will be distributed and discussed in the initial interview. These can be accessed at [www.training.com.au](http://www.training.com.au)

### **Enquiries**

For further course information contact: Steve Kostoff or Caz Saunders

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