

COURSE OUTLINE



BSB40415 Certificate IV in Small Business Management

Award

BSB40415 Certificate IV in Small Business Management

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

This program is designed to be delivered over 8 weeks, 4 x 6 hour sessions per week, or can be modified to suit learner needs.

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:

No specific entry requirements. 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. Delivery via online and distance can be arranged where necessary. 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

Course content

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

Core Units

BSBSMB401	Establish legal and risk management requirements of small business	60 hrs
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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

BSBSMB402	Plan small business finances	50 hrs
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legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

BSBFIA402

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

Enquiries

For further course information contact: Steve Kostoff or Caz Saunders

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