

Certificate IV in Small Business Management

BSB40407

Course Description

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Course Duration

Depending on your choice of delivery method you may have up to 24 months to complete this course.

Delivery Methods

Fundamental changes to the Australian workforce in recent years have resulted in employers demanding increased flexibility in the skill sets of their employees. At the same time, more individuals are taking greater responsibility for the development and extension of their own skills and knowledge. Prime Learning endeavours to accommodate those needs with its flexible delivery and qualifications structure allowing enterprises and individuals to progressively build relevant industry skills and have these recognised.

The following delivery methods are available for this course:

- **Classroom** (Classes are set with calendar and also rolling intake)
- **Workplace** (Trainer delivers on site with client)
- **Distance Learning** (All workbooks sent to client)
- **Blended Learning** (Periodic Workshops and Distance Learning)
- **RPL** - Recognised Prior Learning [click here for more information](#)

For further customisation, or more information, please contact one of our course advisors on **1800 22 99 33**.

Pre-requisites

No previous knowledge or experience is required to undertake this course.

Individuals considering this qualification 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.

Course Requirements

Throughout the program you will need to have access to a PC or laptop with the following requirements:

- Microsoft Windows (98, Me, 2000, 2003, XP or Vista)
- Microsoft Word 97 or later
- Adobe Acrobat Reader*
- Access to Internet and Email
- CD-Rom Drive

* Can be downloaded free of charge from www.adobe.com

Resources Included

All of the learning materials and text books required to complete this course will be provided.

Course Units

10 units - 4 core unit plus 6 elective units

10 units - 4 core unit plus 6 elective units may be selected from the elective units listed below and/or an equivalent level qualification from any endorsed Training Package. If not listed below, 1 elective unit may be selected from a Certificate III or Diploma qualification.

Electives must be relevant to the work outcome, local industry requirements and the qualification level.

Units selected from other Training Packages must not duplicate units selected from or available within the BSB07Business Services Training Package.

Core Units

| Unit Code | Description |
|------------|--|
| BSBSMB401A | Establish legal and risk management requirements of small business |
| BSBSMB402A | Plan small business finances |
| BSBSMB403A | Market the small business |
| BSBSMB404A | Undertake small business planning |

Elective Units

| Unit Code | Description |
|------------|--|
| BSBCRT501A | Originate and develop concepts |
| BSBCUS401A | Coordinate implementation of customer service strategies |
| BSBCUS402A | Address customer needs |
| BSBEBU401A | Review and maintain a website |
| BSBFIA402A | Report on financial activity |
| BSBFRA401B | Manage compliance with franchisee obligations and legislative requirements |
| BSBINN301A | Promote innovation in a team environment |
| BSBINT303B | Organise the importing and exporting of goods |
| BSBMGT404A | Lead and facilitate off-site staff |
| BSBMKG413A | Promote products and services |

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|-------------|---|
| BSBMKG414A | Undertake marketing activities |
| BSBPMG510A | Manage projects |
| BSBREL401A | Establish networks |
| BSBREL402A | Build client relationships and business networks |
| BSBRES401A | Analyse and present research information |
| BSBSMB405A | Monitor and manage small business operations |
| BSBSMB406A | Manage small business finances |
| BSBSMB407A | Manage a small team |
| BSBSMB408B | Manage personal, family, cultural and business obligations |
| BSBSMB409A | Build and maintain relationships with small business stakeholders |
| FNSACCT407A | Set up and operate a computerised accounting system |
| PSPGOV407B | Provide a quotation |

Knowledge and Skills Gained

(This summary of employability skills that are typical of this qualification and should not be interpreted as definitive.)

- Being appropriately assertive when marketing the business
- Negotiating effectively
- Persuading effectively with clients, suppliers, financial backers and other business stakeholders
- Reading, interpreting and questioning legal, financial, marketing and other business documentation
- Identifying and utilising the strengths of other team members
- Providing coaching, mentoring and feedback to members of the team
- Applying a range of problem solving strategies
- Seeking information from various sources to determine the cause of the problem
- Using numeracy skills to calculate costs, prices and cash flow projections
- Being creative and entrepreneurial in translating small business ideas into action
- Developing innovative solutions to small business challenges
- Identifying small business opportunities not obvious to others
- Developing a business plan
- Developing operational procedures for the small business
- Identifying performance measures for the small business
- Planning for contingencies
- Having personal goals and a vision for the small business
- Taking personal responsibility for the business
- Contributing to the learning of team members
- Seeking assistance and expert advice on financial, legal and/or technical aspects of the business
- Seeking out and learning new ideas, skills and techniques
- Applying business technology for communication, planning, financial management, marketing and operating the business
- Comparing and purchasing new business technology

Career Outcomes

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:
Small Business Manager.

Pathways

Students who successfully complete the Prime Learning Certificate IV in Small Business Management may undertake a range of Diploma level qualifications within the BSB07 Business Services Training Package such as marketing, management, human resources, or other Training Packages.

For more details contact one of our course advisors on **1800 22 99 33**.

Assessment Information

Assessment is ongoing throughout the learning process to both gather data on attainment of competencies, and to provide learners with feedback on how they are progressing. For more details contact one of our course advisors on **1800 22 99 33**.

Enrolment Form

Fill in the form below, or simply [click here for our online enrolment form](#)

Contact Information

For further information contact one of our course advisors on **1800 22 99 33**, or [click here to view information online](#)