

Course Outline

BSB40407 Certificate IV in Small Business Management

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of small business 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, and have responsibility for the output of others.

Job Roles

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

- Small Business Manager.

There are no specific pre-requisites for this qualification, however some language, literacy and numeracy skills will be required; if this poses any difficulty at all, discuss with your Work Plus Development + Training contact person, with your workplace supervisor or take advantage of the programs offered by Work Plus Development + Training (refer participants guide).

Work Plus Development + Training use a number of different approaches to facilitate learning and assessment for this qualification. Flexibility

In order to ensure that the business and the individuals gain the most out of this qualification, a flexible approach is taken by Work Plus Development + Training, which includes:

Undertaking a Training Needs Analysis with the business and the individuals

Negotiating the “Planned Outcomes” with the business and the individuals

Conducting all learning and assessment activities at dates, times and locations suitable to all involved

Please ask your Work Plus Development + Training representative to provide you with any further information that you require – qualification rules on following page.

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Work Plus Development + Training representative today**

Certificate IV in Small Business Management – the qualification rules

Requiring 10 units for the qualification.

Four core units:

- 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

Six elective units

The **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.

- 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
- 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

Pathways from the qualification

After achieving the BSB40407 Certificate IV in Small Business Management, candidates may undertake a qualification in a specialist area within the BSB07 Business Services Training Package such as marketing, management, human resources.

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