

BSB40415 Certificate IV in Small Business



Our Certificate IV in Small Business is designed to respond to the learning needs of employees assuming increasing responsibility in their organisations. They may have developed some administrative and supervisory skills, or be seeking to learn and apply these in the near future. The program covers a broad array of business and organisational tasks and responsibilities, including workplace safety, customer service, organisation meetings, creating marketing plans and managing one's own priorities while building effective working relationships with others.

Like the Certificate IV in Leadership and Management, the Certificate IV in Business is a practical and applied initial qualification in the field of Business management.

Our Difference

Business College Online, is a fully-accredited Registered Training Organisation (RTO Number 91779) and one of Australia's most respected providers of management and business courses



- We use exceptional learning materials to ensure that you enjoy your studies.
- We provide outstanding support to help you complete your course as fast as you can.
- We deliver flexible, distance learning materials as well as organisation-based courses so that you can take your studies with you.

Course Duration maximum timeframe 12 months (NB: could be completed earlier)



Entry Requirements

This course has the following enrolment requirement:

- Minimum age 16 years
- Have access to a fully-functional computer/smart device loaded with a web-browser (e.g. Internet Explorer, Firefox) and appropriate software applications to read PDF files (e.g. Adobe), produce documents (e.g. Microsoft Word etc)
- Have access to a computer/smart device with reliable Internet access (ability to download and upload documentation from/to the Dragon College of Business online learning server)
- Have a current valid email account for online learning and assessment communication and support;
- Have a telephone and current valid telephone number for learning and assessment communication and support
- Successfully complete all assessment tasks within the required timeframes

Commencement of subject or course

A subject or course is deemed to have started if the "start of study date" has passed and the delivery of the course has commenced.

On-line delivery is said to have commenced if the course is open in the on-line environment for the individual student.

This is automatic once appropriate fees have been paid

Career Opportunities

Successful completion of this qualification may lead to career opportunities such as:

- project Officer
- Administration
- Coordinator
- Supervisor

Business College Online - Dragon College of Business

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RPL (Recognition of Prior learning) / Credit transfer

A student may apply for RPL on the basis of their experience (work experience or other experience, including qualifications completed) and our College will grant them credit for any units where the student can provide sufficient evidence that they have already met the requirements of the competency standards set by industry.

Learners applying for RPL may be required to undergo further assessment before being granted RPL.

RPL and or Credit transfer is available and you must meet the criteria associated with this process. Regardless of the assessment pathway undertaken the pricing structure remains the same

Total of 10 units of competency required to complete this Qualification

Core Unit of Competency (4)

BSBSMB401	Establish legal and risk management requirements of small business
BSBSMB402	Plan small business finances
BSBSMB403	Market the small business
BSBSMB404	Undertake small business planning

Elective Units of Competency (6)

BSBCRT501	Originate and develop concepts
BSBCUS401	Coordinate implementation of customer services
BSBCUS402	Address customer needs
BSBEBU401	Review and maintain a website
BSBFIA402	Report on financial activity
BSBFRA401	Manage compliance with franchisee obligations and legislative requirements
BSBINN301	Promote innovation in a team environment
BSBINT303	Organise the importing and exporting of goods
BSBIPR405	Protect and use intangible assets in small business
BSBMGT404	Lead and facilitate off-site staff
BSBMKG413	Promote products and services
BSBMKG414	Undertake marketing activities
BSBPMG522	Undertake project work
BSBREL401	Establish networks
BSBREL402	Build client relationships and business networks
BSBRES401	Analyse and present research information

Learning Outcomes

- Build the skills and competencies to effectively create and manage a small business
- Understand how to evaluate business ideas and opportunities
- Consider the various options for starting a small business, including franchising and acquiring an existing business
- Access the latest thinking and ideas about small business management and apply this information to current and future roles
- Develop skills in negotiation, research and analysis, working in a team, planning, developing goals and objectives, and using business technology to assist with the creation and growth of the business

Assessment

Our Certificate IV in Small Business has been designed for the use of both distance learning, the workplace and previous work experience for assessment activities.

As a competency based qualification, the assessment tasks seek evidence that learners have mastered the skills and knowledge contained in each unit.

Commonly used assessment activities in our units are Quizzes with Electronic exams, quick learning activities, work-based projects, case studies, discussions, practical exercises and personal reflections.



E-Learning (web-based online component)

E-Learning quizzes and exams form part of the assessment process; Assignments and workbooks will need to be completed and you will be required to demonstrate that you have an understanding of the knowledge in relation to these Units of Competency



Elective Units of Competency - Continued

BSBSMB405	Monitor and manage small business operations
BSBSMB406	Manage small business finances
BSBSMB407	Manage a small team
BSBSMB408	Manage personal, family, cultural and business obligations
BSBSMB409	Build and maintain relationship with small business stakeholders
BSBSMB410	Review and implement energy efficiency in business operations
BSBSMB411	Manage specialist external advisory services
BSBSMB412	Introduce cloud computing into business operations
BSBSUS301	Implement and monitor sustainable work practices
FNSACC406	Set up and operate a computerised accounting system
PSPGOV407B	Provide a quotation
SIRXQUA002A	Lead a team to foster innovation