



Certificate IV in Small Business Management

Qualification Description

Certificate IV in Small Business Management is a unique course in that it allows for a flexible outcome. Some of the skills gained from this qualification could include planning, business finance, marketing, legal and risk management for small business and much more. This is a flexible business course and can be tailored to produce the business outcome you require.

Award

The Certificate IV in Small Business Management BSB40407 provides you with a nationally recognised qualification through high quality, flexible, customised training that will have a positive impact on your career and business

Our Trainers

Outsource Services will provide experienced training staff that inspire you to achieve great things. All our trainers are approved under the Australian Quality Training Framework and are experienced professionals as well as trainers!

Delivery

We offer flexible training delivery either face to face, self paced or in blended delivery modes. We will tailor the delivery to meet your needs.

Prior learning and current competency will be taken into consideration for all participants.

Course Duration

This course is a competency based training program and as such the duration of the course is to be determined on individual levels of current competence and RPL. However, expect to take around a month per module for most of our courses.

Entry Requirements

No entry requirements apply to this qualification.

Career Opportunities

This program is aimed at developing your skills for a role in marketing

Applicable occupations are:

Small Business Manager

Investment

Please call us on 1300 136 904 and one of our friendly Consultants will help you with the best learning option for you.

All of Outsource Services programs form learning pathways to high level study and University entrance and credits.

FOR FURTHER INFORMATION

Visit our website at

www.outsourceservices.com.au

or call us on 1300 136 904





BSB40407 Certificate IV in Small Business Management

Requiring 10 units for the qualification

- **4 core units**
- **6 elective units**
- The 6 elective units may be selected from the units listed below and/or an equivalent level qualification from any endorsed Training Package. If not listed below, 1 unit may be selected from either a Certificate III or Diploma qualification.
- Units from other Training Packages must not duplicate units selected from or available within BSB07 Business Services Training package
- Elective units must be relevant to the work outcome, local industry requirements and the qualification level

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

ELECTIVE UNITS

- 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





Outsource Services Pty Ltd

Your training and development specialists!

Leadership Training • Sales and Marketing Training • IT Training • Retail Training • Training and Assessment • Frontline Management • Business Management • Project Management • Environmental Management

- 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

