



Certificate IV in Small Business Management

BSB40407

Benefits of Studying this Program

- Develop skills and knowledge in small business management
- Meet market need for competent small business managers
- Learn or extend skills in using electronic and other technology applicable to this field.

Program Information

This program provides the skills and knowledge in small business management.

The program focuses on:

- Business Management - Managing business operations
- Communication - Researching and market business opportunities
- IT Applications - Business and financial planning
- Business Marketing - Monitoring and improving market performance.

Program Aim

The program provides participants with skills and knowledge in small business management, project administration, team development, financial reporting, customer service, human resource systems and IT skills in developing spreadsheets and producing business documents. Upon successfully completing the competencies in this program, participants will have knowledge and skills relevant to all areas of small enterprise management.

Duration

The certificate is delivered in 16 x 4 hour sessions. The program requires commitment to attending workshop classes plus the completion of practical assignments based on participants' own work practice.

Entry Requirements

Application is made on the Blended Learning International application form. The applicant will then be contacted to attend a meeting with an Admission Panel. Intending applicants are encouraged to contact the Convener of the Certificate IV Program, Jim Sullivan, to discuss their application. There are no formal entry requirements for admission to the Certificate IV in Small Business Management program.

Units of Competency

The Certificate IV in Small Business Management is issued upon successful assessment of all of the 10 units of competency listed below:

Unit Code	Competency Title
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BSBSMB401A	Establish legal and risk management requirements of small business (c)
BSBSMB402A	Plan small business finances (c)
BSBSMB403A	Market the small business (c)
BSBSMB404A	Undertake small business planning (c)
BSBCUS401A	Coordinate implementation of customer service strategies (e)
BSBSMB407A	Manage a small team (e)
BSBREL402A	Build client relationships and business networks (e)
BSBSMB405A	Monitor and manage small business operations (e)
BSBITU401A	Design and develop complex text documents (e)
BSBITU402A	Develop and use complex spreadsheets (e)

Expected Effort

Blended Learning International adopts adult-learning principles, and all students are treated as adult learners. Participants in this program are therefore expected to take charge of their own learning process and observe the following:

- ensure all assignments are completed on time (unless granted exemption(s) through recognition of prior learning)
- participate in class discussions and activities
- attend all scheduled classes, otherwise inform the trainer prior to the class.

Assessment Overview

All assessment of units of competence will be conducted in accordance with the assessment guidelines and competency standards of the officially endorsed Training Package for the Certificate IV in Business .

Assessments will be conducted for each part of the training program and the processes will be valid, reliable, fair and flexible. The assessment procedures and the criteria for judging performance will be made clear to all participants enrolled in this program.

Assessment processes will cover the broad range of skills and knowledge needed to demonstrate competency and will integrate knowledge and skills with their practical application. Assessment processes will provide for the recognition of competencies no matter how, where or when they have been acquired.

Recognition of Prior Learning (RPL)

Where a participant feels that he or she has already achieved the skills for any unit of competence, that person can be given credit for, or an exemption from, the unit. This prior learning may have occurred through formal or informal training, through work or life experience. It is a process whereby you are given credit for what you can already do.

Blended Learning International also recognises qualifications issued by other Registered Training Organisations (RTOs) as long as these qualifications are current and relevant to this program. If you believe that this applies to you, then you should ask for a Recognition of Prior Learning (RPL) application form.

Enquiries

Please contact:

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