



# CERTIFICATE IV SMALL BUSINESS MANAGEMENT



## GROWING YOUR BUSINESS!

### BSB40407 – CERTIFICATE IV SMALL BUSINESS MANAGEMENT

#### ABOUT THE COURSE

The Certificate IV in Small Business Management is specifically tailored to the needs of new or existing business owners seeking to maximise the performance of their business operations. The course focuses upon analysis of real business scenarios whereby you will develop the commercial, strategic and operational competencies required to effectively plan and manage the growth and performance of your business.

#### WHO SHOULD ATTEND?

- Existing Small Business Owners
- Potential Small Business Owners
- Small Business Managers
- Store Managers

#### COURSE OUTCOMES

- A business plan for your business, identifying where you will be in 3 years time.
- Appropriate strategies for the growth of your business
- A comprehensive financial plan
- A comprehensive marketing / merchandising strategy
- Skills to effectively manage and development your staff
- Skills to manage your business relationships for optimum business performance and return on your investment

#### ADDED VALUE

Included with the course comes free access to the Microsoft IT Academy, Certiprep (Practice Exams) and Certiport (Microsoft Office Specialist Exams). This gives you 24/7 online access to the Microsoft Office Certified Courses and MOS Certification.

#### EMPLOYABILITY SKILLS SUMMARY

The learning delivery design incorporates the 8 employability skills within the delivery methodology.

- Communication
- Teamwork
- Problem Solving
- Initiative and Enterprise
- Planning and Organising
- Self-management
- Learning

The employability skills are integral to the assessment process through assessment activities that require the demonstration of the employability skills during the formative and summative assessment processes.

Integrity Business College encourages trainees with physical and / or intellectual disabilities to access funded training.

#### COURSE OUTLINE

This program is specific to small business and all trainers are experienced business operators qualified to deliver those units relevant to their specific industry experience and expertise

#### KEY BENEFITS

- Real, specific, practical training
- Development of individual Business Plan
- Access to relevant business tools
- Improved productivity and staff motivation
- Delivered by small business expert trainers
- Nationally Recognised Qualification

#### FEES

Government Funding Available - This training can be delivered with Government funding to suitable applicants or Fee for Service

Integrity Business College Australasia Pty Ltd (RTO # 21739)

Head Office: Level 1, Suite 2, 902 Mt Alexander Rd | Essendon | Victoria | 3040

Branches: Adelaide • Tasmania • Victoria: Essendon, Mildura, Victorian Western Districts, Gippsland

Tel. 1300 731 451

info@integritybusinesscollege.com

www.integritybusinesscollege.com

**ASSESSMENT**

Assessment is ongoing during the structured workshops and you will develop a 3 year Business Plan incorporating marketing, financial, operational and client management plans designed specifically for your business.

**REQUIREMENTS TO RECEIVE THE CERTIFICATE IV SMALL BUSINESS MANAGEMENT**

This qualification requires demonstration of competency against all 10 units of competency

**COURSE OUTLINE**

# Days	Dates	Topic	Unit Code and title
1		<b>Business Planning</b>	BSBSMB404A Undertake small business planning
1		<b>Legal and risk management</b>	BSBSMB401A Establish legal and risk management requirements of small business
1		<b>Management</b>	BSBSMB405A Monitor and manage small business operations BSBSMB407A Manage a small team BSBSMB408B Manage personal, family, cultural and business obligations
2		<b>Marketing</b>	BSBSMB403A Market the small business
3		<b>Financial management</b>	BSBSMB402A Plan small business finances BSBSMB406A Manage small business finances
2		<b>Client Relationships</b>	BSBREL402A Build client relationships and business networks BSBSMB409A Build and maintain relationships with small business stakeholders

**COURSE STRUCTURE**

Our Integrity Business College Business Programs are delivered through a series of workshops that cluster relevant units of competency together into topics. These topics are reflective of the skill sets you require to successfully operate your small business. The workshop delivery is spread over 3 months. During the workshops you will engage in the adult learning process through active participation, discussion, networking, problem solving and 'hands on' learning activities relevant to your small business. You will develop a 3 year business plan for your business through the delivery strategy that is focused on building the skills you require to successfully manage and grow your business.

**RECOGNITION OF PRIOR LEARNING (RPL)**

Many individuals may already be competent in one or more of the units of competency. RPL is available for each unit of competency based on relevant business experience, formal training or other expertise. Recognition of prior learning will involve your submission of evidence in the form of a portfolio.

**WANT TO KNOW MORE? CALL ON 1300 731 451**

TO REGISTER YOUR INTEREST: [info@integritybusinesscollege.com](mailto:info@integritybusinesscollege.com) or fax this page to 03 9372 9382.

Your Name: \_\_\_\_\_ Organisation: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

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**Training Timetable:**

<b>DATE</b>	<b>TIME</b>	<b>TOPICS</b>	<b>TRAINER</b>
<b>Session1</b>	<b>TBA</b>	BSBSMB404A Undertake small business planning	<b>TBA</b>
<b>Session2</b>	<b>TBA</b>	BSBSMB401A Establish legal and risk management requirements of small business	<b>TBA</b>
<b>Session 3</b>	<b>TBA</b>	BSBSMB403A Market the small business	<b>TBA</b>
<b>Session 4</b>	<b>TBA</b>	BSBREL402A Build client relationships and business networks BSBSMB409A Build and maintain relationships with small business stakeholders	<b>TBA</b>
<b>Session 5</b>	<b>TBA</b>	BSBSMB402A Plan small business finances	<b>TBA</b>
<b>Session 6</b>	<b>TBA</b>	BSBSMB406A Manage small business finances	<b>TBA</b>
<b>Session 7</b>	<b>TBA</b>	BSBSMB405A Monitor and manage small business operations	<b>TBA</b>
<b>Session 8</b>	<b>TBA</b>	BSBSMB407A Manage a small team	<b>TBA</b>
<b>Session 9</b>	<b>TBA</b>	BSBSMB408B Manage personal, family, cultural and business obligations	<b>TBA</b>
<b>Session 9</b>	<b>TBA</b>	Review and Presentation of Business Plan	<b>TBA</b>