Gain the real skills to set up and successfully manage your own company
Market your business
Develop knowledge to plan, manage and minimise risk
Analyse and evaluate market opportunities

**PROGRAM LENGTH**

31 weeks (including 6 weeks scheduled breaks)
20 hours/week

**START DATES**


2017  Jan-9, Jan-30, Feb-20, Apr-17, May-1, May-22, Jul-10, Jul-24, Aug-14, Oct-9, Oct-23, Nov-6, Nov-20

On the first day of the course, you will undergo an orientation process where you will receive the information you need to start your studies. Your attendance to this orientation is compulsory.

**2016 FEES**

- Enrolment fee:  $200
- Material fee:  $100
- Tuition fee:  $3,300

**ENTRY REQUIREMENTS**

- An overall equivalent of Australia’s Year 12 (minimum high school diploma)
- IELTS 5.5 or equivalent: upper intermediate English certificate, completion of ABS pre entry test
- Students must be at least 18 years old

**COURSE SCHEDULE**

**Lecture**
Monday and Tuesday from 9:30 am to 1:30 pm (Lecture)

**Assessment Support** (Flexibility to choose most convenient time for student)

- Monday to Thursday from 1:30 pm to 5 pm
- Friday from 9 am to 5 pm

**PROGRAM DESCRIPTION**

The **Certificate IV in Small Business Management** is for people who desire well developed small business management skills and possess a broad knowledge base to meet the challenges of the tough environment facing small businesses today.

Students will learn about the legal and risk management requirements of small business, plan small business finances, market the small business and undertake small business planning as well as addressing customer needs.

**PROGRAM OVERVIEW**

**Core Units**

- Market the small business
- Undertake small business planning

**Elective Units**

- Review and maintain a website
- Promote innovation in a team environment
- Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- Undertake project work
- Build client relationships and business networks
- Manage a small team

**Online Units**

- Establish legal and risk management requirements of small business
- Plan small business finances

*Course units may be subject to change*
Establish legal and risk management requirements of small business - BSBM401 (online)
This unit describes the skills and knowledge required to assess and prioritise risks and identify and comply with all regulations affecting the business.

It applies to individuals operating a small business or setting up a department within a larger organisation, who are skilled at communicating and interpreting legislation and regulations.

Plan small business finances - BSBM8402 (online)
This unit describes the skills and knowledge required to identify financial requirements of a business, including profit targets, cash flow projections and strategies to garner financial support.

Market the small business - BSBM8403
This unit describes the skills and knowledge required to monitor and improve business performance via a clear strategy complementing the business plan.

It applies to individuals who operate a small business independently or within a larger organisation. Individuals in this role analyse and interpret market data and are proficient communicators.

Undertake small business planning - BSBM8404
This unit describes the skills and knowledge required to research and develop an integrated business plan for achieving business goals and objectives.

It applies to individuals who operate a small business that operates independently, or as part of a larger organisation. Individuals in this role interpret business information and numerical data competently and are skilled communicators.

Review and maintain a website - BSBEBU401
This unit describes the skills and knowledge required to undertake data analysis, review website content, and update and maintain a website.

It applies to individuals who have knowledge of the relationship between a website and the core functions of an organisation. They also have working knowledge and skills to perform basic updates to website content. They may provide administrative support within an organisation or be other individuals who have been delegated this responsibility.

Promote innovation in a team environment - BSBINN301
This unit describes the skills and knowledge required to be an effective and proactive member of an innovative team.

It applies to individuals who play a proactive role in demonstrating, encouraging or supporting innovation in a team environment. The individual may be a team participant or a team leader. Teams may be formal or informal and may comprise a range of personnel.

Implement and monitor WHS policies, procedures and programs to meet legislative requirements - BSBWHS401
This unit describes the skills and knowledge required to implement and monitor an organisation’s work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.

Undertake project work - BSBPMG522
This unit describes the skills and knowledge required to undertake a straightforward project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects.

Build client relationships and business networks - BSBREL402
This unit describes the skills and knowledge required to establish, maintain and improve client relationships and to actively participate in networks to support attainment of key business outcomes.

Manage a small team - BSBM8407
This unit describes the skills and knowledge required to select, induct, train and develop staff members to enhance business operations within the parameters of all relevant legislative requirements.

Assessments

All vocational courses are assessed through a combination of assessment types that may include essays, reports, group tasks, portfolios and/or presentations.

On-line Units

Online units are delivered through our on-line platform and can be completed anytime during your study period. You can contact and get support from your teacher to complete online units.