

# Certificate IV in Small Business Management (BSB40407)

## Course Overview

The Certificate IV in Small Business Management reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of small business contexts.

They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others, and have responsibility for the output of others.

This qualification is part of the Business Services Training Package.



## Subject Selection

This course has a high degree of flexibility when selecting units for the training plan. In addition to the core units involving, marketing, finances, risk management and business planning, elective units can be selected from a vast range of subject areas including:

- Customer Service
- Creative Thinking
- E-Business
- Franchising
- Management
- International Business
- Project Management
- Relationship Management
- Innovation
- Research
- Financial Administration



## Target Group

This course is aimed at owners, managers and key people who assist with the management of the business.



## Delivery Method

NEVC can provide training via numerous methods:

- Classroom setting
- On-line learning\*
- Project-based
- Combination of methods



\* Training can be delivered on-line, wherever an Internet connection is available, with no classes to attend and no lost time at work. On-line delivery is supported by a mentor (phone & email contact).

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## Business Enterprise Centre (BEC)

The BEC Tea Tree Gully is a co-division of NEVC, and is able to offer a wide range of workshops, networking and advice services to your business.

Please see over for further details on the services the BEC can provide to you.



<b>Certificate IV in Small Business Management (BSB40407)</b>		
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core Units</b> (4 required)		
BSBSMB401A	Establish legal and risk management requirements	60
BSBSMB402A	Plan small business finances	50
BSBSMB403A	Market the small business	50
BSBSMB404A	Undertake small business planning	50
<b>Electives</b> (6 required)		
BSBSMB405A	Monitor and manage small business operations	45
BSBSMB407A	Manage a small team	40
BSBREL401A	Establish networks	35
BSBREL402A	Build client relationships and business networks	50
BSBCUS401A	Coordinate implementation of customer service strategies	40
BSBMKG413A	Promote products and services	40
<b>Total</b>		<b>460</b>

## Business Enterprise Centre Tea Tree Gully

### Who is the BEC Tea Tree Gully?

The BEC Tea Tree Gully provides confidential and independent counselling and advice to help North Eastern Adelaide small businesses grow. We are a not for profit organisation funded by the Federal Government and the Council of Tea Tree Gully.

We can come to you, or visit us for your **Introductory Business Advice Session**.

### Get advice on:

- Human Resources
- Sales and Marketing
- Getting Customers
- Finance
- E-Commerce
- Legal Matters
- Accounting Matters
- Day to day Management Issues
- Business Planning
- Goal Setting
- Leadership and Team Development
- Workshops / Seminars / Training

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**BEC Tea Tree Gully – Providing businesses with the tools they need to succeed**

The services provided by the BEC Tea Tree Gully are partially funded by the Australian Government