



Mount Isa Institute of TAFE

Fact Sheet

BSB40407 – Certificate IV in Business (Small Business Management)

What career options do I have?

This course is ideal for those looking to start and/or manage a small business.

What will I learn?

Small Business Management covers all the areas of the day to day running of a small business:

- staffing matters,
- financial planning,
- organisational skills,
- legals,
- researching markets
- customer service

What qualification will I receive?

Certificate IV in Business (Small Business Management) although you can also undertake just the individual units you need.

Where will I train?

The Small Business Management course is being run for those people already busy with work. Therefore it is completely flexible with content being delivered online or via word documents on CD with phone and email support. Mount Isa campus will also be running face to face classes to complement the digital resources.

A bridging course is available for those that need to develop computing skills.

How long will the training take?

Flexible training means students can surge ahead if they wish, or work steadily through the course. The course allows 12 months for completion of the full certificate. Students are strongly encouraged to only enrol in one unit at a time.

How will the training take place?

Students will be given a workbook that will cover all areas of Small Business Management. Working through the book or online will allow students to complete the course with a manual that covers the main practical concerns of their own small business. Classes will depend on demand.

What assessment methods will be used?

Assessment methods will vary according to skills content of competency. May include: short answer responses, observations, demonstrations, projects, discussions, group participation etc.

Is there anything I need to bring?

A notebook and pen would be beneficial.

Am I eligible?

Prior to enrolment consider contacting the Client Information Centre to discuss your personal preferences for training outcomes. Your call will assist in matching your preferences to entry and exit points in a qualification. Consideration will be given to your academic and/or work histories.

It is recommended that students have some business experience working either in their own business or someone else's. Completion of Year 10 or equivalent is also recommended. Literacy, numeracy and computing support is available and students are encouraged to ease into the course by upgrading these skills first.

Is what I already know taken into account?

Yes. Your history of study, skills and experience does matter. Consideration is given to your life and work experiences as well as formal and informal training. This may be applied using the national standard for Mutual Recognition or through Recognition of Prior learning (RPL). Documentary evidence will be requested.

When can I start?/How do I apply?

Students can enrol at any stage, fitting in with the current unit being offered and looping around until all 10 units are complete. Contact the Client Information Centre for the latest course commencement dates and enrolment details.

Can I go onto further training?

Completion of the Certificate IV in Business feeds into the Diploma of Business with one unit counting as a direct part of the Diploma

What else might I find useful?

Financial assistance with fees may be available through concessions, or via 'Time to Pay' payment plan. This and other information such as Student Support, Study and Library Assistance, Student Responsibilities, is found in the Mount Isa Institute of TAFE Student Guide/ Handbook.

As a student, you are able to receive extra help with your study and learning skills from learning support staff. If you feel you need this type of support at any time during your study please do not hesitate to ask, and arrangements can be made.

Where can I find more information?

Contact our friendly Client Information Centre staff on 4744 9999.

Units are listed on the reverse.

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What is the program structure?

To gain the full Certificate IV in Business (Small Business Management) students require 10 units for the qualification.

- Total number of units = 10
- 4 core units plus
- 6 elective units

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

The units offered in Mount Isa are:

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

BSBCUS401A	Coordinate implementation of customer service strategies
BSBSMB405A	Monitor and manage small business operations
BSBSMB406A	Manage small business finances
BSBSMB407A	Manage a small team
BSBOHS407A	Monitor a safe workplace
BSBWOR301A	Organise personal work priorities and development

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