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# Certificate IV in Small Business Management BSB40407

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## Description

This qualification 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 output of others. Possible job titles relevant to this qualification include: Small Business Manager



## Qualification Pathways

There are no prerequisite requirements for individual units of competency.

Candidates may enter into the qualification through a number of entry points demonstrating potential to undertake vocational education and training at certificate level, including:

- with personal or vocational experience in a specific industry
- with vocational experience in a specific industry, and an industry specific qualification

After achieving the BSB40407 Certificate IV in Small Business Management, candidates may undertake a qualification in a specialist area within the BSB07 Business Services Training Package such as marketing, management or human resources.

## Qualification Rules

4 Core Units + 6 Elective Units = 10 Units

## Training & Recognition of Current Competencies (RCC)

Much of the training is delivered on-the-job through reading, interacting with colleagues and completing useful project work. You only need to attend off-the-job training if a competency cannot be acquired at the workplace. You may already have many of the skills required to qualify for this qualification. There is no need to be trained in things you can already do. NDA will assess current skills and give recognition for relevant competencies.

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### 4 Core Units:

- BSBSMB401A Establish legal and risk management requirements of a small business
- BSBSMB402A Plan small business finances
- BSBSMB403A Market the small business
- BSBSMB404A Undertake small business planning

### 6 elective units

The 6 elective units may be selected from the elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below, 1 elective unit may be selected from a Certificate III or Diploma qualification.

#### Creative Thinking

BSBCRT501A Originate and develop concepts

#### Customer Service

- BSBCUS401A Coordinate implementation of customer service strategies
- BSBCUS402A Address customer needs

### E-Business

BSBEBU401A Review and maintain a website

### Financial Administration

BSBFIA402A Report on financial activity

### Franchising

BSBFRA401B Manage compliance with franchisee obligations and legislative requirements

### Innovation

BSBINN301A Promote innovation in a team environment

### Intellectual Property

BSBIPR405A Protect and use intangible assets in small business

### International Business

BSBINT303B Organise the importing and exporting of goods

### Management

BSBMGT404A Lead and facilitate off-site staff

### Marketing

BSBMKG413A Promote products and services

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BSBMKG414A Undertake marketing activities

### **Project Management**

BSBPMG510A Manage projects

### **Relationship Management**

BSBREL401A Establish networks

BSBREL402A Build client relationships and business networks

### **Research**

BSBRES401A Analyse and present research information

### **Small and Micro Business**

BSBSMB405A Monitor and manage small business operations

BSBSMB406A Manage small business finances

BSBSMB407A Manage a small team

BSBSMB408B Manage personal, family, cultural and business obligations

BSBSMB409A Build and maintain relationships with small business stakeholders

### **Sustainability**

BSBSUS301A Implement and monitor environmentally sustainable work practices

### **Imported Units**

FNSACCT407B Set up and operate a computerised accounting system

PSPGOV407B Provide a quotation