
Certificate IV in Small Business Management BSB40407

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.

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