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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. Job roles and titles vary across different industry sectors. 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 from the list below, and/or an equivalent level qualification from any endorsed Training Package:

BSBCRT501A	Originate and develop concepts
BSBCUS401A	Coordinate implementation of customer service strategies
BSBCUS402A	Address customer needs
BSBEBU401A	Review and maintain a website
BSBFIA402A	Report on financial activity
BSBFRA401B	Manage compliance with franchisee obligations and legislative requirements
BSBINN301A	Promote innovation in a team environment
BSBINT303B	Organise the importing and exporting of goods
BSBMGT404A	Lead and facilitate off-site staff
BSBMKG413A	Promote products and services
BSBMKG414A	Undertake marketing activities
BSBPMG510A	Manage projects

BSBREL401A	Establish networks
BSBREL402A	Build client relationships and business networks
BSBSBM405A	Monitor and manage small business operations
BSBSMB406A	Manage small business finances
BSBSMB407A	Manage a small team
BSBSMB408A	Manage personal, family, cultural and business obligations
BSBSMB409A	Build and maintain relationships with small business stakeholders
FNSACCT407A	Set up and operate a computerised accounting system
PSPGOV407B	Provide a quotation

If not listed above 1 unit may be selected from either a Certificate III or Diploma qualification.