

- Course Overview** This qualification covers the requirements for Small Business Management. Units can be selected covering a wide range of skills and knowledge required to operate and manage a business, including business planning, understanding legal requirements, promoting a business, marketing, finance and staffing issues.
- Code & Title of Qualification** BSB40401 – Certificate IV in Business (Small Business Management).
- Further Information** info@qts.edu.au
- Delivery Duration** Up to 18 months
- Units Offered** An example of the units offered in the certificate:
- BSBSBM301A Research business opportunities
 - BSBSBM403A Promote the business
 - BSBSBM404A Undertake business planning
 - BSBSBM405A Monitor and manage business operations
 - BSBSBM406A Manage finances
 - BSBSBM407A Manage a small team
 - BSBFLM409A Continuous improvement
 - BSBHR402A Recruit and select personnel
 - BSBFLM406A Implement workplace information system
 - BSBMKG404A Forecast market and business needs
- Units of Competency**
- Minimum of 10 units required
 - Minimum of 4 from Small Business Domain
 - Minimum of 3 from Common Business units
 - And 3 units from the business Services Training Package or any other package – minimum of 2 must be AQF level IV and 1 may be from a lower qualification
- Training and Assessment Strategies** The main form of assessment is a completed business plan, which addresses a range of competencies and units. Other assessment methods include gathering of sample documents, completion of questions and answers, research projects and case studies.
- Required Skills/Knowledge** There are no entry requirements or prerequisites for this course, although year 10 or equivalent, English would be beneficial.
- Workplace Application of Skills and Knowledge** The skills and knowledge gained from this certificate apply in all Small Business situations, irrespective of industry.