The Certificate IV in Small Business Management delivers vocational learning around the knowledge and practical skill sets required of small business owners and managers. The key competencies it identifies and enhances are pertinent to all and any industry sector – sales, trade, manufacturing, services, retail, administration, and more.

Who Should Attend
The certificate is principally designed for participants with existing vocational experience of a particular industry, and who either hold or aspire to a management position in small business. It is also useful for senior employees, primary producers, trade professionals, the self-employed, and individuals who are looking to develop entrepreneurial skills.

Course Structure
The Certificate IV in Small Business Management is delivered by expert trainers in 7 x full day workshops scheduled across 9 months of this 12 month program. This approach allows students sufficient time between and after workshop completion to undertake self-directed learning, assignments and out-of-class assessment. Workshops engage participants in active discussion, problem-solving exercises, networking opportunities, and presentations related to the efficient conduct of administrative business operations and procedures.

Participants have the option of undertaking this course online, using Upskilled’s customised Learning Management System, “MyUpskilled”. The online program is conducted over a 12 month period and employs an approach that blends distance and online education in the management and delivery of learning resources.

Prerequisites
There are no formal prerequisites for this qualification.

Recognition of Prior Learning (RPL)
RPL is available for each Unit of Competency based on relevant workplace experience, formal training, or other expertise. To apply for RPL, please submit documentation in portfolio form for evaluation by Upskilled assessors.

Inclusions
Upskilled courses include detailed learning materials, assessments, and certification upon successful completion. Lunch and refreshments are included for classroom workshops, while online trainer support is included for online delivery.
Course Outline

The 7 workshops will address the following Units of Competency as identified in the National Business Services Training Package. All competencies must be successfully completed to attain the Certificate IV in Small Business Management.

<table>
<thead>
<tr>
<th>UNIT CODE</th>
<th>UNIT DESCRIPTION</th>
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<tbody>
<tr>
<td>BSBSMB401A</td>
<td>Establish the legal and risk management requirements of small business</td>
</tr>
<tr>
<td>BSBSMB402A</td>
<td>Plan small business finances</td>
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<tr>
<td>BSBSMB403A</td>
<td>Market the small business</td>
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<tr>
<td>BSBSMB404A</td>
<td>Undertake small business planning</td>
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<tr>
<td>BSBCUS401B</td>
<td>Coordinate implementation of customer service strategies</td>
</tr>
<tr>
<td>BSBWOR404B</td>
<td>Develop work priorities</td>
</tr>
<tr>
<td>BSBWOR402A</td>
<td>Promote team effectiveness</td>
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<tr>
<td>BSBMGT401A</td>
<td>Show leadership in the workplace</td>
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<tr>
<td>BSBCMM401A</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
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<tr>
<td></td>
<td>(replaced for online delivery by BSBCUS402B: Address customer needs)</td>
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</tbody>
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Course Fees and Payment Options

The certificate has a course fee of $3,330, payable in one of two ways:

1. A single upfront payment of the course fees attract a 10% DISCOUNT, making the total fee $2,995

2. An upfront enrolment fee of $495, and 7 x $405 paid per month for seven consecutive months. The total course fee is therefore $3,330

Government Funding and Incentives

At both state and federal level, the government’s commitment to upskilling the Australian workforce has resulted in a comprehensive framework of funding schemes and incentive opportunities. As a result, many Upskilled participants find that their courses are often heavily subsidized*. As part of the Australian Apprenticeships Incentives Program, employers could receive up to $3,000 per $3,330 they outlay for every eligible* employee who enrols.

How to Apply

Whether you’re inquiring as an individual, or as a manager acting on behalf of one or more employees, the easiest way to apply is to contact Upskilled:

- Select from more than 30 nationally accredited certificate and diploma courses
- Complete an application form at www.upskilled.edu.au
- Submit the form and an Upskilled Education Manager will contact you.

Other Related Qualifications

1. Certificate IV in Business
2. Certificate IV in Business Administration
3. Diploma of Business
4. Diploma of Business Administration