

BSB42615 – Certificate IV in New Small Business



Many business operators are highly skilled or qualified in the 'technical' side of their business, but simply don't have the time to attend normal training in business management. They also struggle finding the time and help they need in putting together a practical, easy-to-follow business plan to guide them in the future development of their business and find balance in life. Sound like you?

Develop your business plan

The South Regional TAFE offers you this innovative solution where you can develop your own business plan for a new or an existing business and gain a formal business qualification in the process. The program is extremely flexible with up to nine months to complete and having the support of a business advisor working one on one with you all the way.

On completion of the program you will have a finished, personalised BUSINESS PLAN and a Nationally recognised QUALIFICATION (Certificate IV in New Small Business), together with a range of MANAGEMENT SKILLS acquired along the journey.

For more information come to this FREE information evening or contact Tafe on 9780 7000.

Free Information Session

When: Wednesday 6th February 2019 from 5:30pm to 6:30pm

Where: Bunbury Tafe campus, Robertson Drive,

This is a nationally accredited training course that covers the essentials for operating and managing your small business.

The program is created around five key modules:

- Business Planning and Organisation
- Marketing and Customer Service
- Business Structure and Legal Requirements
- Operations and Human Resources
- Finance

Course Info

This course consists of 10 units from the Business Services training package:

Business Planning and Organisation

BSBSMB404: Undertake small business planning

This unit describes the performance outcomes, skills and knowledge required to research and develop an integrated business plan for achieving business goals and objectives.

BSBSMB408 Manage personal, family, cultural and business obligations

This unit describes the performance outcomes, skills and knowledge required to examine the impact that personal, family and cultural obligations have on business operations, and to develop and implement strategies to improve business success.

BSBWOR404 Develop work priorities

This unit describes the performance outcomes, skills and knowledge required to plan one's own work schedules, to monitor and to obtain feedback on work performance and development. It also addresses the requirement to take responsibility for one's own career planning and professional development.

Finance

BSBSMB402: Plan small business finances

This unit describes the performance outcomes, skills and knowledge required to develop a financial plan to support business viability.

Business Structure and Legal Requirement

BSBSMB401: Establish legal and risk management requirements of small business

This unit describes the performance outcomes, skills and knowledge required to identify and comply with the regulatory, legal, taxation and insurance requirements, and risk management needs of small business.

Marketing and Customer Service

BSBSMB403: Market the small business

This unit describes the performance outcomes, skills and knowledge required to develop and implement marketing strategies, and to monitor and improve market performance.

BSBMKG413: Promote products and services

This unit describes the performance outcomes, skills and knowledge required to coordinate and review the promotion of an organisation's products and services.

BSBCUS401: Coordinate implementation of customer service strategies

This unit describes the performance outcomes, skills and knowledge required to advise on, carry out and evaluate customer service strategies, including the design of improvement strategies based on feedback.

Operations and Human Resources

BSBSMB405: Monitor and manage small business operations

This unit describes the performance outcomes, skills and knowledge required to operate a small business and to implement a business plan. The strategies involve monitoring, managing and reviewing operational procedures. Specific legal requirements apply to the management of a small business.

BSBSMB407: Manage a small team

This unit describes the performance outcomes, skills and knowledge required to plan for the management of and to manage staff. It involves industrial relations, staff selection, staff records, induction, training, team development and career planning to enhance business operations through retaining a competent, committed and motivated team in the workplace.

How Will It Work?

We know you're busy, so you won't have to attend classes every week. You can study the course over one or two semesters. The course is flexible and YOU chose how YOU want to study. As soon as you are enrolled, you will have access to the following:

Online support

The course website provides you with additional information and links on different subjects for you to study in your own time, in the comfort of your home

Student support days

Student support days are the perfect opportunity for you study clarify points, ask questions with other students or one-on-one with your lecturer.

Student support days are held from each Thursday from 9am until 2:30pm at the SWIT campus in Bunbury.

Workshops

The course consists of five one-day workshops from 9am until 2:30pm from Tafe campus on Robertson drive in Bunbury.

- Thursday 21st February 2019: Business Planning and Organisation
- Thursday 21st March 2019: Marketing and Customer Service
- Thursday 2nd May 2019: Operations and Human Resources
- Thursday 6th June 2019: Business Structure and Legal Requirement
- Thursday 25th July 2019: Finance

If you missed the workshops, do not worry as your lecturer will help you one-on-one during the student contact days or online.

In total, you will be enrolled for a period of nine months (finishing in November) at the end of which, your business plan and online assessments would have to be submitted to your lecturer.

Assessments

Section A: Your business plan and policies and procedures

The purpose of this main assessment task is to assess process and performance through your application of knowledge and understandings to your own small business.

Section B: Knowledge base tests

Online knowledge base tests will help you to develop your learning and assess your basic business skills.

Enrolment

Enrolment for this course will start on 24th January 2019.

A free information session will be held on 6th February 2019 at 5:30pm at South Regional Tafe, Robertson Drive, Bunbury.

Booking is essential.