

Small Business

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. Sounds like you?

Develop your business plan

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 the FREE information evening mentioned, or contact Busselton Campus on 9752 6600.

Free Information Session

When: Friday 8th of February 2019 from 5:30pm to 6:30pm

Where: South Regional TAFE Busselton Campus, 2 South Street, Busselton

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
- Operations and Human Resources
- Business Structure and Legal Requirements
- 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

Business Structure and Legal Requirements

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. The course is flexible and YOU choose how YOU want to study. As soon as you are enrolled, you will have access to the following.

Workshops

The course consists of five, one-day workshops from 9:00am to 2:30pm held at South Regional TAFE Busselton Campus, 2 South Street, Busselton.

- Wednesday 27 February 2019: Business Planning and Organisation
- Wednesday 27 March 2019: Marketing and Customer Service
- Wednesday 8 May 2019: Business Structure and Legal Requirement
- Wednesday 12 June 2019: Operations and Human Resources
- Wednesday 31 July 2019: Finance

Please note that dates are indicative only and subject to change.

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 to study, clarify points, ask questions with other students or one-on-one with your lecturer.

Student Support Days are held each Wednesday from 9:00am until 2:30pm at the TAFE Campus in Busselton during Terms 1, 2 and 3.

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

Enrolment

Enrolment for this course will start on 30 January 2019.

A free information session will be held on the 8th February 2019 at 5.30pm at Busselton TAFE Campus, 2 South Street, Busselton.

Booking is essential.

For any information about the course or enrolment, please contact the Busselton Campus on 9752 6600.