



BSB40407 Certificate IV in Small Business Management (NEIS Program)

So what exactly is a Certificate IV in Small Business Management and the NEIS Program?

Great question! The *Certificate IV in Small Business Management* provides the skills and knowledge required to manage the establishment, planning, promotion, finances, operations and workforce of a small business.

The New Enterprise Incentive Scheme (NEIS) is a self-employment program funded by the Department of

Education, Employment and Workplace Relations (DEEWR). NEIS helps eligible unemployed people become self supporting and independent of Centrelink by establishing and running their own business. EIM Training has formed a joint venture to provide NEIS Training with ETC Ltd, the NEIS panel member who will provide mentoring to our clients.

Sounds great. What jobs can I get if I have a Certificate IV in Small Business Management?

If you want a job in a wide range of small businesses, or to manage your own, this course is an excellent choice. Here are some possible jobs you might be interested in:

- Small business operator
- Small business manager
- Small business owner

What types of skills will I gain from a Certificate IV in Small Business Management?

This course provides you with the knowledge and skills to contribute effectively within a team environment.

- **Communication and team building:** with clients and other people in your workplace, negotiating, persuasion and questioning skills
- **Innovation and problem-solving:** working towards improving your business and workplace, applying a range of innovative, problem-solving strategies, entrepreneurial thinking

- **Planning and self-management skills:** monitoring and improving your performance and workflow, understanding more about your business and forward planning needs, identifying performance measures and contingencies
- **Learning:** setting and achieving goals and assisting team members with their learning
- **Business technology:** fundamental computer skills to help administer your business more effectively

Sounds exciting. How do I actually take the course?

This course is delivered in a traditional classroom, face-to-face with an EIM Training Instructor. These sessions are dynamic and interactive and held at your local EIM Training campus.

If you have an exciting business idea that you wish to develop into a small business venture, EIM Training can help you turn this into a reality. Through the NEIS program, you will receive training in small business management, assistance in business plan development, advice, support and regular contact from business mentors to ensure that your business venture is successful in the long term.

What other qualifications do I need before I enrol?

Before you enrol in the course, you must have intermediate computer skills and be able to demonstrate that you're ready for the material we will be covering in the course. If you have a *Certificate III in Business*, then you definitely are ready, but even if you can show a level of competency, through work experience, job descriptions, or an appropriate business qualification, then you're ready for the next step!

So what does the course cover exactly?

The course comprises of 10 units: 4 core units, plus a choice of 6 elective units, to be selected from the list below. All units are competency based and you are assessed as you progress through each part, so you know

how you are going at each step of the way. Once you finish the last unit successfully, you will attain a *Certificate IV in Small Business Management*. It's that easy!

Units you can train face-to-face at our campus include:

Core Units

BSBSMB404A Undertake small business planning

BSBSMB402A Plan small business finances

BSBSMB403A Market the small business

BSBSMB401A Establish legal and risk management requirements of small business

Elective Units

BSBSMB301A Investigate micro business opportunities

BSBMKG401B Profile the market

BSBMKG402B Analyse consumer behaviour for specific markets

BSBRES401A Analyse and present research information

BSBADM409A Coordinate business resources

BSBFIA402A Report on financial activity

What study pathways can I pursue once I've achieved a Certificate IV in Small Business Management?

Once you have a *Certificate IV in Small Business Management*, you can explore a wide range of Diploma qualifications in the areas of marketing, management, human resources and project management.

Contact EIM Training if you are interested in any other courses. We have course outlines similar to this one that explain our Diploma courses in more detail.

I want to do it. How can I pay for the course?

Great news! This program is delivered under the New Enterprise Incentive Scheme (NEIS) funded by the Department of Education, Employment and Workplace Relations (DEEWR).

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To find out if you are eligible, contact your nearest campus : Gold Coast Robina 1300 765 064; Hervey Bay (07) 4124 6422

Information correct at time of printing. Course content, prices, dates and times are subject to variation..