



## BSB40407 Certificate IV in Small Business Management – Traineeship/Existing Workers

### So what exactly is a Certificate IV in Small Business Management?

Great question! The *Certificate IV in Small Business Management* is a very broad qualification and is very useful for a wide range of small business contexts. It covers a range of business fundamentals that any small business owner or employee uses on a day-to-day basis, as well as teaching fundamental problem-solving approaches, leadership and guidance skills.

The *Certificate IV in Small Business Management* is a terrific course if you want to consolidate, or get recognition for your fundamental small business knowledge, and covers topics such as: business technology, finance management, teamwork, problem-solving, management, marketing, sales, customer service and planning. It will also look at how you can be more innovative in your business.

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### 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

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### 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

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### Sounds exciting. How do I actually take the course?

The Certificate IV in Small Business Management is delivered in the following formats:

**1:** Traditional classrooms, face-to-face with an EIM Training Instructor. These sessions are dynamic and fun and held at your local EIM campus.

**2:** Self-paced, distance learning where you set the pace, with direct access to an allocated trainer via email and phone support.

## 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, or Small*

*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

**BSBSMB401A** Establish legal and risk management requirements of small business  
**BSBSMB402A** Plan small business finances  
**BSBSMB403A** Market the small business  
**BSBSMB404A** Undertake small business planning

**BSBREL402A** Build client relationships  
**BSBLED401A** Develop teams & individuals  
**BSBOHS407A** Monitor a safe workplace  
**BSBINN301A** Promote Innovation  
**BSBHRM402A** Recruit, select and induct staff  
**BSBSMB407A** Manage a small team  
**BSBCUS401A** Coordinate implementation of customer service strategies

#### Elective Units (Choose 6)

**BSBWOR404B** Develop work priorities  
**BSBMKG413A** Promote products and services

## 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?

### There are three payment options available:

**Pay As You Go:** Pay a small deposit and then have the rest deducted from your credit card or account each month over a 6 to 12 month period. In most cases, you will have your certificate before you have even paid for your course in full.

**Receive 10% off by paying in full:**  
The easiest way to save money! Pay in full when booking your training and we reward you with a 10% saving. Simple!

**Get someone else to pay for it:**  
You may be eligible for a Government funded place, which means you may be able to obtain some qualifications at no cost to you. (see below)\*

### Funded schemes available include:

**Government Funded Traineeships:** Employers who enrol their staff in Government Funded Traineeships may also be eligible for Federal and/or State Government Funding for each trainee, for each course. This can be up to \$4000 for the employer, with extra payroll tax exemptions available for some trainees

If applicable, our team will assist you in your application for appropriate funding.

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.