



Workplace
Training
Specialists

BSB40407

Certificate IV in Small Business Management

The Certificate IV in Small Business Management offered at RMT teaches students the key elements in opening and running a successful business. It is especially designed for those who already operate or are intending to operate a small business with 5-10 staff employed. Participants of this course will learn a wide range of small business management topics including, business planning, financial planning, business promotion, business legal requirements and how to manage business operations

Entry Requirements

There are no prerequisite requirements for individual units of competency. Candidates may enter the qualification through a number of entry points demonstrating potential to undertake vocational education and training at certificate level, including:

- with personal or vocational experience in a specific industry
- with vocational experience in a specific industry and an industry specific qualification.

Length of study

Total nominal hours:	460 hrs
Avg. Contact time:	12 hrs/month
Avg. Research time:	20 hrs/month
Full time duration:	12-15 months
Part-time duration:	15-18 months

Cost of Course

\$2750

Option 1

Pay now and receive a 10% discount

Option 2

Pay in 2 six monthly payments

Online Delivery

Online delivery provides a very flexible way to study. It means that you can learn at anytime and any place and Internet based classroom means you still have contact with your trainers.

Upon enrolment you will be provided with course materials for each unit and you will be able to work through them in your own time. In addition you will receive the following support:

- Regular contact with trainer via email
- Scheduled Internet based classroom session
- Contact via phone, email and Skype
- Assessment of each unit upon completion

The course has been designed and developed to be studied online to enable people currently employed to participate and for others living in non-local areas to remove the cost of travel and accommodation associated with regular classroom tuition

The course materials will be made available via post and through access to a learning management system, where you will also be able to submit assignment work for assessment by your trainer.

Head Office

PO Box 1256

BERRI, South Australia, 5343

Telephone: (08) 8582 3658

Fax: (08) 8582 3662

Email: admin@r-m-t.com.au



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Course structure

Total number of units = 10, made up of 4 core units plus, 6 elective units

Core Units

Unit code	Unit name	Description
BSBSMB401A	Establish legal and risk management requirements	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. Specific legal requirements apply to the management of a small business.
BSBSMB402A	Plan small business finances	This unit describes the performance outcomes, skills and knowledge required to develop a financial plan to support business viability. Specific legal requirements apply to the management of a small business.
BSBSMB403A	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.
BSBSMB404A	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.

Elective Units

Creative Thinking

BSBCRT501A Originate and develop concepts

Customer Service

BSBCUS401A Coordinate implementation of customer service strategies

BSBCUS402A Address customer needs

E-Business

BSBEBU401A Review and maintain a website

Financial Administration

BSBFIA402A Report on financial activity

Franchising

BSBFRA401B Manage compliance with franchisee obligations and legislative requirements

Innovation

BSBINN301A Promote innovation in a team environment

International Business

BSBINT303B Organise the importing and exporting of goods

Management

BSBMGT404A Lead and facilitate off-site staff

Marketing

BSBMKG413A Promote products and services

BSBMKG414A Undertake marketing activities

Project Management

BSBPMG510A Manage projects

Relationship Management

BSBREL401A Establish networks

BSBREL402A Build client relationships and business networks

Research

BSBRES401A Analyse and present research information

Small and Micro Business

BSBSMB405A Monitor and manage small business operations

BSBSMB406A Manage small business finances

BSBSMB407A Manage a small team

BSBSMB408B Manage personal, family, cultural and business obligations

BSBSMB409A Build and maintain relationships with small business stakeholders

Imported Units

FNSACCT407A Set up and operate a computerised accounting system

PSPGOV407B Provide a quotation

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Registration of Interest Certificate IV in Small Business Management

Name	_____
Address	_____
Phone	_____
Mobile	_____
Email	_____

Details of Training Qualifications completed

Study intentions

Study reasons

Employer support

Do you have internet access at work and at home

If yes, what type of internet access do you have

Other information:
