



Certificate IV in Small Business Management On - Line

BSB40407 Certificate IV in Small Business Management

Course Overview

The Certificate IV in Small Business Management provides the participant with an opportunity to develop small business management competencies and apply them practically in the workplace. It is suitable for the manager and/or owner of the business.

This development program is offered through our on-line e-learning platform. This means the participant can undertake learning activities at a time and place convenient to workplace demands without having to leave the work site to attend workshops.

All that is required is access to a computer and the internet. IPS also has experience consulting to determine blended delivery methods where applicable.

An initial induction into the program is provided at the time of enrolment when we assess and recognise existing skills the participant may possess. This enables them to receive advanced-standing in the program and allows us to focus on the skills they need to develop.

A coach is allocated to the participant and is available on-line or by phone Monday to Friday during working hours. Assessments are completed and submitted on-line to our qualified assessors who provide feedback in a timely manner.

Target Audience

- Small Business Manager
- Small Business Owner (no federal government incentives)



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Total Number of Units Required for Qualification - 10

4 Core Units Required:

- Establish legal and risk management requirements of small business
- Plan small business finances
- Market the small business
- Undertake small business planning

Elective Units - Choose 6 appropriate to the trainee's role:

- Coordinate implementation of customer service strategies
- Address customer needs
- Report on financial activity
- Promote innovation in a team environment
- Lead and facilitate off-site staff
- Promote products and services
- Undertake marketing activities
- Manage projects
- Establish networks
- Build client relationships and business networks
- Analyse and present research information
- Monitor and manage small business operations
- Manage small business finances
- Manage a small team
- Manage personal, family, culture and business

- obligations
- Build and maintain relationships with small business stakeholders

Registration and Enquiries

Time required to complete the qualification: 2 years full-time or up to 4 years part-time.
Average time to complete: 6 months

This qualification is nationally recognised and portable throughout Australia. Federal government incentives of up to \$4,000.00 per participant may apply subject to meeting eligibility criteria and completion of qualifications.

Contact IPS Institute to organise enrolment today

Phone: (07) 3841 8011

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