



Australian Government

Department of Education, Employment and Workplace Relations

BSB40407 Certificate IV in Small Business Management

Revision Number: 1

BSB40407 Certificate IV in Small Business Management

Modification History

Not applicable.

Description

Descriptor

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of small business contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others, and have responsibility for the output of others.

Job Roles

- Small Business Manager.
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Pathways Information

Qualification Pathways

Entry requirements

There are no entry requirements for this qualification.

Pathways into the qualification

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.

Pathways from the qualification

After achieving this qualification candidates may undertake a qualification in a specialist area within this Training Package such as marketing, management, human resources.

Licensing/Regulatory Information

Licensing, Legislative, Regulatory or Certification Considerations

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

Entry Requirements

Not applicable.

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • being appropriately assertive when marketing the business • negotiating effectively • persuading effectively with clients, suppliers, financial backers and other business stakeholders • reading, interpreting and questioning legal, financial, marketing and other business documentation
Teamwork	<ul style="list-style-type: none"> • identifying and utilising the strengths of other team members • providing coaching, mentoring and feedback to members of the team
Problem-solving	<ul style="list-style-type: none"> • applying a range of problem solving strategies • seeking information from various sources to determine the cause of the problem • using numeracy skills to calculate costs, prices and cash flow projections
Initiative and enterprise	<ul style="list-style-type: none"> • being creative and entrepreneurial in translating small business ideas into action • developing innovative solutions to small business challenges • identifying small business opportunities not obvious to others
Planning and organising	<ul style="list-style-type: none"> • developing a business plan • developing operational procedures for the small business • identifying performance measures for the small business • planning for contingencies
Self-management	<ul style="list-style-type: none"> • having personal goals and a vision for the small business • taking personal responsibility for the business
Learning	<ul style="list-style-type: none"> • contributing to the learning of team members • seeking assistance and expert advice on financial, legal and/or technical aspects of the business • seeking out and learning new ideas, skills and techniques
Technology	<ul style="list-style-type: none"> • applying business technology for communication, planning, financial management, marketing and operating the business • comparing and purchasing new business technology

Packaging Rules

Total number of units = 10

4 core units plus

6 elective units

The **6 elective units** may be selected from the elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below, **1 elective unit** may be selected from a Certificate III or Diploma qualification.

Electives must be relevant to the work outcome, local industry requirements and the qualification level.

Core Units

Small and Micro Business

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

Elective Units

Creative Thinking

BSBCRT501A	Originate and develop concepts
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Customer Service

BSBCUS401A	Coordinate implementation of customer service strategies
BSBCUS402A	Address customer needs

E-Business

BSBEBU401A	Review and maintain a website
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Financial Administration

BSBFIA402A	Report on financial activity
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Franchising

BSBFRA401B	Manage compliance with franchisee obligations and legislative requirements
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Innovation

BSBINN301A	Promote innovation in a team environment
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Intellectual Property

BSBIPR405A	Protect and use intangible assets in small business
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International Business

BSBINT303B	Organise the importing and exporting of goods
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Management

BSBMGT404A	Lead and facilitate off-site staff
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Marketing

BSBMKG413A	Promote products and services
BSBMKG414B	Undertake marketing activities

Project Management

BSBPMG510A	Manage projects
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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

Sustainability

BSBSUS301A Implement and monitor environmentally sustainable work practices

Imported Units

FNSACCT407B	Set up and operate a computerised accounting system
PSPGOV407B	Provide a quotation

Selecting Elective Units for Different Outcomes

The context for this qualification varies and this must guide the selection of elective units. An example of appropriate elective units for a particular outcome follows.

Small Business Manager: owner–operator of a small business such as a retail outlet employing between five and ten staff.

4 core units plus

6 elective units

- BSBCRT501A Originate and develop concepts
- BSBCUS401A Coordinate implementation of customer service strategies
- BSBMKG413A Promote products and services
- BSBSMB405A Monitor and manage small business operations
- BSBSMB407A Manage a small team
- BSBSMB408B Manage personal, family, cultural and business obligations

Small Business Manager: owner–operator of a small franchise employing between five and ten staff that provides a mobile service to customers such as home maintenance.

4 core units plus

6 elective units

- BSBFRA401B Manage compliance with franchisee obligations and legislative requirements
- BSBINN301A Promote innovation in a team environment
- BSBMGT404A Lead and facilitate off-site staff
- BSBMKG414B Undertake marketing activities
- BSBSMB405A Monitor and manage small business operations
- BSBSMB407A Manage a small team

Small Business Manager: managing an organisation which provides consultation or advisory services to small business

4 core units plus

6 elective units

- BSBCUS402A Address customer needs
- BSBINN301A Promote innovation in a team environment
- BSBPMG510A Manage projects
- BSBREL402A Build client relationships and business networks
- BSBRES401A Analyse and present research information

- BSBSMB405A Monitor and manage small business operations
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Unit Grid

BSBCRT501A Originate and develop concepts
BSBCUS401A Coordinate implementation of customer service strategies
BSBCUS402A Address customer needs
BSBEBU401A Review and maintain a website
BSBFIA402A Report on financial activity
BSBFRA401B Manage compliance with franchisee obligations and legislative requirements
BSBINN301A Promote innovation in a team environment
BSBINT303B Organise the importing and exporting of goods
BSBIPR405A Protect and use intangible assets in small business
BSBMGT404A Lead and facilitate off site staff
BSBMKG413A Promote products and services
BSBMKG414B Undertake marketing activities
BSBPMG510A Manage projects
BSBREL401A Establish networks
BSBREL402A Build client relationships and business networks
BSBRES401A Analyse and present research information
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
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
BSBSUS301A Implement and monitor environmentally sustainable work practices
FNSACCT407B Set up and operate a computerised accounting system
PSPGOV407B Provide a quotation