



Australian Government

Department of Education, Employment and Workplace Relations

BSB40407 Certificate IV in Small Business Management

Revision Number: 2

BSB40407 Certificate IV in Small Business Management

Modification History

Release	Comments
Release 2	<p>New release of this Qualification released with <i>version 6 of BSB07 Business Services Training Package</i>.</p> <ul style="list-style-type: none"> • Elective unit FNSACCT407B replaced with FNSACC406A. • SIRXQUA002A included as an elective unit. • Outdated advice removed • Unit codes updated: <ul style="list-style-type: none"> • BSBCUS401A now BSBCUS401B • BSBCUS402A now BSBCUS402B • BSBSMB405A now BSBSMB405B

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.
-

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
------------	--------------------------------

Customer Service

BSBCUS401B	Coordinate implementation of customer service strategies
BSBCUS402B	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
------------	--

Intellectual Property

BSBIPR405A	Protect and use intangible assets in small business
------------	---

International Business

BSBINT303B	Organise the importing and exporting of goods
------------	---

Management

BSBMGT404A	Lead and facilitate off-site staff
------------	------------------------------------

Marketing

BSBMKG413A	Promote products and services
BSBMKG414B	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

BSBSMB405B 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

FNSACC406A Set up and operate a computerised accounting system

PSPGOV407B Provide a quotation

SIRXQUA002A Lead a team to foster innovation