



Australian Government

BSB42618 Certificate IV in New Small Business

Release 2

BSB42618 Certificate IV in New Small Business

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 5.0. Version created to rectify error in unit grid
Release 1	This version first released with BSB Business Services Training Package Version 3.0.

Qualification Description

This qualification is suitable for those establishing a small business who use well developed skills and a broad knowledge base to solve a 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.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

Total number of units = 10

4 core units plus

6 elective units, of which:

- all 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 from any currently endorsed Training Package or accredited course.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core Unit

BSBSMB401 Establish legal and risk management requirements of small business

BSBSMB403 Market the small business

BSBSMB404 Undertake small business planning

BSBSMB421 Manage small business finances

Elective Units

BSBADM409 Coordinate business resources

BSBCUS401 Coordinate implementation of customer service strategies

BSBCUS402 Address customer needs

BSBEBU401 Review and maintain a website

BSBFIA412 Report on financial activity

BSBINN301 Promote innovation in a team environment

BSBINT303 Organise the importing and exporting of goods

BSBIPR405 Protect and use intangible assets in small business

BSBITU422 Use digital technologies to collaborate in the workplace

BSBMGT404 Lead and facilitate off-site staff

BSBREL401 Establish networks

BSBREL402 Build client relationships and business networks

BSBRES411 Analyse and present research information

BSBSMB201 Identify suitability for micro business

BSBSMB301 Investigate micro business opportunities

BSBSMB407 Manage a small team

BSBSMB408 Manage personal, family, cultural and business obligations

BSBSMB409 Build and maintain relationships with small business stakeholders

BSBSMB410 Review and implement energy efficiency in business operations

BSBSMB411 Manage specialist external advisory services

BSBSMB420 Evaluate and develop small business operations

BSBSMB423 Create a digital technology plan for small business

BSBSUS401 Implement and monitor environmentally sustainable work practices

BSBWOR424 Develop a time management plan

PSPGEN028 Provide a quotation

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
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Code and title current version	Code and title previous version	Comments	Equivalence status
BSB42618 Certificate IV in New Small Business	BSB42615 Certificate IV in New Small Business	Updates to core and elective units	Equivalent qualification

Links

Companion Volume Implementation Guides are available from VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>