



**Australian Government**

# **BSB40407 Certificate IV in Small Business Management**

**Revision Number: 4**

## BSB40407 Certificate IV in Small Business Management

### Modification History

Release	Comments
Release 4	<p>Equivalent version released with Version 9:</p> <ul style="list-style-type: none"><li>• three new units added to elective pool: BSBSMB410A, BSBSMB411A and BSBSMB412A</li><li>• minor editorial reformatting.</li></ul>
Release 3	<p>This version first released with <i>BSB07 Business Services Training Package Version 8.0</i>.</p> <p>Elective unit BSBPMG510A replaced with BSBPMG522A.</p>
Release 2	<p>New release of this Qualification with <i>BSB07 Business Services Training Package Version 6.0</i>.</p> <ul style="list-style-type: none"><li>• Elective unit FNSACCT407B replaced with FNSACC406A</li><li>• SIRXQUA002A included as an elective unit</li><li>• Outdated advice removed</li><li>• Unit codes updated:<ul style="list-style-type: none"><li>• BSBCUS401A now BSBCUS401B</li><li>• BSBCUS402A now BSBCUS402B</li><li>• BSBSMB405A now BSBSMB405B.</li></ul></li></ul>
Release 1	<p>This version first released with <i>BSB07 Business Services Training Package Version 5.0</i>.</p>

## Description

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

### 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

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

There are no entry requirements for this qualification.

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

	<ul style="list-style-type: none"><li>• comparing and purchasing new business technology</li></ul>
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## Packaging Rules

**Total number of units = 10**

**4 core units *plus***

**6 elective units**, of which:

- all 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
- 1 elective unit may be selected from a Certificate III or Diploma qualification, if not listed below.

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

### Core units

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**

BSBPMG522A Undertake project work

### **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

BSBSMB410A Review and implement energy efficiency in business operations

BSBSMB411A Manage specialist external advisory services

BSBSMB412A Introduce cloud computing into business operations

### **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