



Australian Government

BSB42518 Certificate IV in Small Business Management

Release 1

BSB42518 Certificate IV in Small Business Management

Modification History

Release	Comments
Release 1	This qualification first released with BSB Business Services Training Package Version 3.0.

Qualification Description

This qualification is suitable for small business managers 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:

- 4 elective units must be selected from the elective units listed below
- the remaining 2 elective units may be selected from any currently endorsed Training Package or accredited course at Certificate IV level
- if not listed below, 1 elective unit may be selected from a Certificate III or Diploma qualification.

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

- BSBSMB404 Undertake small business planning
- BSBSMB415 Refine and strengthen a small business
- BSBSMB421 Manage small business finances
- BSBSMB423 Create a digital technology plan for small business

Elective Units

- BSBCRT501 Originate and develop concepts
- BSBCUS401 Coordinate implementation of customer service strategies
- BSBCUS402 Address customer needs
- BSBEBU401 Review and maintain a website
- BSBFIA412 Report on financial activity
- BSBFRA401 Manage compliance with franchisee obligations and legislative requirements
- 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
- BSBLDR401 Communicate effectively as a workplace leader
- BSBLDR402 Lead effective workplace relationships
- BSBLDR404 Lead a diverse workforce
- BSBLED401 Develop teams and individuals
- BSBMGT404 Lead and facilitate off-site staff
- BSBMKG413 Promote products and services
- BSBPMG522 Undertake project work
- BSBREL401 Establish networks
- BSBREL402 Build client relationships and business networks
- BSBRES411 Analyse and present research information
- BSBSMB401 Establish and comply with legal and risk requirements of small business
- BSBSMB402 Plan small business finances
- BSBSMB403 Market the small business
- 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

BSBSMB417 Recruit staff

BSBSMB418 Manage compliance for small business

BSBSMB420 Evaluate and develop small business operations

BSBSMB422 Plan small business growth

BSBSUS401 Implement and monitor environmentally sustainable work practices

BSBWOR424 Develop a time management plan

FNSACC416 Set up and operate a computerised accounting system

PSPGEN028 Provide a quotation

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSB42518 Certificate IV in Small Business Management	BSB42515 Certificate IV in Small Business Management	Updates to core and elective units	Equivalent qualification

Links

Companion Volume implementation guides are found in VETNet -

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