Who Should Do this Course?

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 analyses and evaluate information from a variety of sources. They may provide leadership and guidance to others, and have responsibility for the output of others.

STUDY 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 OR
- With vocational experience in a specific industry and an industry specific qualification

Pathways from qualification

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

The program is delivered over three days a week with a minimum of 20 hours of scheduled classes.

COURSE STRUCTURE

This program has been designed to provide the necessary base level skills and knowledge in a range of small business contexts. AIE has adopted a set of ten competencies for this program which best meets the needs of a small business manager i.e. the owner of a small business such as a retail outlet employing between 5 – 10 staff.

UNITS

- BSB40415 Certificate IV in Small Business Management (CRICOS COURSE CODE: 087005J)

- BSB401 Establish legal and risk management requirements of small business
- BSB402 Plan small business finances
- BSB403 Market the small business
- BSB404 Undertake small business planning
- BSB405 Monitor and manage small business operations
- BSB406 Originating concepts
- BSB407 Coordinate implementation of customer service strategies
- BSB408 Promote products and services
- BSB409 Manage a small team
- BSB410 Manage personal, family, cultural and business obligations
ASSESSMENT METHODS:
Each unit is delivered and assessed independently.

Delivery strategies are based predominantly lecture style conducted by the trainers specified below. Guest lecturers are invited where appropriate in order to allow students to learn first-hand from skilled and experienced practitioners.

Where required by individual specific units, students are afforded opportunities to practice skills in small groups in simulated work environments or participate in trainer led and organized field excursions to small business sites which afford students an opportunity to witness skills in practice and ask questions from experts in the field.

TEACHING METHODS:
As clients comprise almost entirely overseas students, the units of competence within this program are delivered entirely by full time, face to face class room instruction in order to meet the requirements of the National Code. There is no flexible delivery or distance learning offered in this program.

QUALIFICATION:
On successful completion students will be awarded the BSB40415 - Certificate IV in Small Business Management. This is a nationally recognized qualification under the Australian Qualifications Framework (AQF).

Job Roles
- Small Business Manager.

Intakes: Enrolment intakes:
- Jan Intake
- Feb / March Intake
- April / May Intake
- Jun / July Intake
- Aug/September Intake
- Oct/Nov Intake

Course Duration: 26 Weeks

Course Fee:

<table>
<thead>
<tr>
<th>Course Fee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee:</td>
<td>AUD 3,900.00</td>
</tr>
<tr>
<td>Enrolment Fee:</td>
<td>AUD 200.00</td>
</tr>
<tr>
<td>(non-refundable)</td>
<td></td>
</tr>
<tr>
<td>Total Fee:</td>
<td><strong>AUD 4,100.00</strong></td>
</tr>
<tr>
<td>Discounted Total Fee:</td>
<td>AUD 3,500.00</td>
</tr>
</tbody>
</table>

*Fees are subject to change

Overseas Student’s Health Cover (OSHC): A premium of AUD 594.00 covers a single independent (subject to conditions and variations) student for one year. Students accompanied by a spouse, dependants and/or minors (Overseas Student’s Family Health Cover) pay a different OSHC rate.

LOCATION: Level 1, 367 Victoria Street, Abbotsford - Melbourne VIC 3067 Australia
Ph: +61 03 94289432 & Fax: +61 03 94289570  web: www.aiemel.vic.edu.au

© KFQ Partners Pty Ltd trading as Australian Institute of Entrepreneurship