Diversity Skills Training is a Nationally accredited training provider delivering a wide scope of courses to the diverse community across Australia.

The ethos of Diversity Skills Training is based on proven experience in the training area and an understanding of local cultural diversity. Diversity Skills Training believes in the transfer of knowledge and skills and therefore our vision is to assist all our students in developing themselves both personally and vocationally. Diversity Skills Training believes in a holistic approach to education. It offers students the opportunity to develop their potential in a stimulating educational environment that is warm, friendly, exciting and multicultural and free from discrimination and harassment.

With multi-lingual trainers and tutors, Diversity Skills Training will engage and inspire and nurture all training clients to the completion of their qualification.

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Certificate IV in Small Business Management - BSB40415

Overview

This course provides the skills and knowledge for an individual to be competent in planning, opening and operating their own business as well as managing small businesses for others. The course subjects include: Establish legal and risk management requirements of small business, plan small business finances, market the small business, undertake small business planning, coordinate implementation of customer service strategies, address customer needs and more.

The Certificate IV in Small Business Management can be a follow up from a Certificate II in Business &/or Certificate III in Business, but these are not a pre-requisite to this course. This course is designed as a full-time 6 month course and can be studied in the evening or during the day. On successfully completing the course you will be issued with a Certificate IV in Small Business Management.

Details

Entry Requirements

There are no formal prerequisites for this qualification, however it is recommended that participants have ACFS Level 4 in learning, numeracy, reading and writing and oral. An initial assessment will be conducted to identify the ACSF level of participants in this course.

Duration

12 months face to face or online.

Modules

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<tr>
<th>UNIT CODE</th>
<th>UNIT NAME</th>
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<tbody>
<tr>
<td>BSB40101</td>
<td>Establish legal &amp; risk management requirements of small business</td>
</tr>
<tr>
<td>BSB40202</td>
<td>Plan small business finances</td>
</tr>
<tr>
<td>BSB40303</td>
<td>Market the small business</td>
</tr>
<tr>
<td>BSB40404</td>
<td>Undertake small business planning</td>
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<tr>
<td>BSB40505</td>
<td>Coordinate implementation of customer service strategies</td>
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<tr>
<td>BSB40606</td>
<td>Address customer needs</td>
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<tr>
<td>BSB40707</td>
<td>Review and maintain a website</td>
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<tr>
<td>BSB40808</td>
<td>Implement and monitor environmentally sustainable work practices</td>
</tr>
<tr>
<td>BSB40909</td>
<td>Manage small business finances</td>
</tr>
<tr>
<td>BSB41010</td>
<td>Report on financial activity</td>
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</table>