



LEARN THE SKILLS TO
BECOME JOB READY

BSB42615 CERTIFICATE IV IN NEW SMALL BUSINESS

Funded by the Queensland government.

WHAT IS THE HIGHER LEVEL SKILLS PROGRAM?

The Higher Level Skills program provides a government subsidy to support eligible individuals to access one subsidised training place in selected Certificate IV and above qualifications, or priority skill sets.

The aim is to assist individuals to gain the higher level skills required to secure employment or career advancement in priority industries or to transition to university. Employers may also be able to access training to address workforce development needs.

ELIGIBILITY

This program is open to any Queensland resident aged 15 years or over, who is no longer at school and is an Australian or New Zealand citizen, or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency. Prospective students must not have or be enrolled in a Certificate IV or higher-level qualification, not including qualifications completed at school and foundations skills training.

COST

You are required to contribute to the cost of your training through a co-contribution fee, payable to the training provider. The fee amount varies depending upon the course you undertake and the training provider you choose. The fee may be paid on your behalf by an employer or another third party but cannot be paid or waived by the training provider or any organisation related to the training provider unless approved by DET.

COURSE OVERVIEW

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.

JOB OPPORTUNITIES

Job roles that may be available to you after successful completion of the course include:

- Administration Manager
- Small Business Owner
- Business Manager
- Office Manager
- Operations Manager

ENTRY REQUIREMENTS

1. Students must be 15 years of age or over.
2. Students are required to successfully complete the Language Literacy and Numeracy test and achieve a level appropriate to the course in the Australian Core Skills Framework across reading, writing, learning, oral communication and numeracy skill. Prospective students who have completed year 12 or provide an AQF Certificate III or above in any discipline will be deemed as meeting the LLN entry requirements. Satisfactorily complete a pre-training review interview to determine student's suitability for the chosen course.
3. Students are required to have access to a computer and internet in order to complete assessments and read information on the units of competency.

COURSE MODE OF DELIVERY AND DURATION

The course is provided through face-to-face delivery or distance; however blended learning is an option with block delivery. The course will be delivered and assessed in 9 - 12 months.

RECOGNITION OF PRIOR LEARNING

Many of our students already have a high level of skills, knowledge and expertise that can be recognised through a Recognition of Prior Learning (RPL) process. Students seeking recognition can apply for RPL on enrolment into a qualification or throughout the duration of their study.

CREDIT TRANSFER

If you have completed previous study that is the same as your intended qualification with another organisation you may be able to apply for a credit transfer or exemption. A copy of the original transcript must be provided when applying for a credit transfer.

WORLD-CLASS TRAINING

WORLD-CLASS LEADERS



COURSE OUTLINE (UNITS OF COMPETENCY)

TOTAL NUMBER OF UNITS = 10

- 4 core units
- 6 elective units

CORE UNITS

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|-----------|--|
| BSBSMB401 | Establish legal and risk management requirements of small business |
| BSBSMB402 | Plan small business finances |
| BSBSMB403 | Market the small business |
| BSBSMB404 | Undertake small business planning |

ELECTIVE UNITS

| | |
|-----------|---|
| BSBCUS402 | Address customer needs |
| BSBEBU401 | Review and maintain a website |
| BSBFIA402 | Report on financial activity |
| BSBREL402 | Build client relationships and business networks |
| BSBSMB407 | Manage a small team |
| FNSACC406 | Set up and operate a computerised accounting system |

ASSESSMENTS

To be assessed as competent, learners need to provide satisfactory evidence to all the assessment requirements relating to their knowledge and skills relevant to the unit of competence. Assessment methods may include:

- Written activities
- Case studies
- Projects
- Role plays / observations

HOW TO ENROL

Applying to Australian Academy is easy. You can submit your enrolment application any time by email to info@australianacademy.edu.au or call **1300 656 693**. You will be contacted by AA to arrange a follow up appointment for a pre-training review.

Once we receive your enrolment form, we will send you a Letter of Offer including all the enrolment conditions. When you accept it and return a signed copy along with payment, we will secure your place.

Enrol now



australianacademy.edu.au



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