



Alstonville Ballina Community College

COURSE INFORMATION



BSB40407

Certificate IV in Small Business Management

COURSE OUTLINE

Small business is the backbone of the Australian economy. If you are thinking of starting your own small business or are already engaged in your own venture this course is for you. The course covers legal requirements, financial planning, promotion, business planning and operations. The course is designed to develop skills and knowledge required for establishing, refining or managing a small business.

To get the edge on your competitors or learn how to manage your own enterprise more efficiently enrol now and see where this course can take you. Eligible unemployed people can have this course fully paid for under PPP NEIS.

CAREER OPPORTUNITIES

- Small Business Operator
- Franchisee
- Work From Home
- Tradesperson Business Partner
- Entrepreneur

COURSE DETAILS

Attendance at this course is two days per week over 12 weeks. Participants can expect to contribute another two to three hours per week in out of hours study.

Location	Day	Time	Start	Finish
Alstonville	Monday & Tuesday	9.30am - 4.30pm	Rolling enrolment	

COURSE FEES

Full Fee:	\$2,180.00 (Instalment plan available)		
Discount:	\$1,980.00 if paid in full on enrolment.		
Instalment Plan:	Deposit	\$500.00	
(Conditions apply)	Instalments	\$420.00 x 4 fortnightly payments	

COURSE FUNDING

Productivity Places Program funding is currently available under the NEIS Scheme.

Unemployed Jobseekers may apply for free enrolment through their job network.

The Productivity Places Program is funded by the Australian Government - www.productivityplaces.deewr.gov.au

DET funding is available for Indigenous Australians through the Indigenous Employment Program, who may enrol in this course free of charge.

<p>For further information and enrolments please contact our office on 6628 5426 or email info@ablcc.com.au</p>

COURSE ENTRY REQUIREMENTS

There are no academic standards or age requirements for this course. Students who have special consideration in literacy and other areas are asked to reveal these issues to the enrolling officer.

COURSE OUTLINE

Units of Competency for BSB40407 Certificate IV in Small Business Management

MODULE ONE

BSBSMB401A	Establish legal and risk management
BSBSMB402A	Plan small business finances
BSBSMB403A	Market the small business
BSBSMB404A	Undertake small business planning

MODULE TWO

BSBCUS402A	Address customer needs
BSBMKG413A	Promote products and services
BSBREL401A	Establish networks

MODULE THREE

BSBSMB407A	Manage a small team
BSBITU304A	Produce spreadsheets
BSBSMB405A	Monitor & manage small business operations

MODULAR PROGRAM

This course may also be completed as a series of modules as outlined above.
Costs for enrolment in each module are as follows...

Module One	\$550
Module Two	\$415
Module Three	\$415

Please contact our office for starting dates for each module

CONTACT US

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