

BSB42618

Certificate IV in New Small Business



**Total
Management
and Training**

Duration:

Self-paced - you have up to one year to complete.

Fees*: \$1,200 per person for online only

Fees*: \$1,500 per person for online plus hard copy notes

Onsite Course:

Please contact us for a quote on group training for your organisation.

Total Management and Training

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Training Provider No. 31178

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Who Should Attend?

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.

What will they learn?

Participants will learn how to establish legal and risk management requirements of a small business, manage small business finances, market a small business, undertake small business planning, communicate effectively, deliver and monitor a service to customers, develop work priorities, present information to others, create innovative teams, and understand WHS compliance with regards to contractors.

How will participants be assessed and what will they receive?

Competency will be assessed via a mixture of theory and practical assessments. The time required to undertake the assessment tasks will depend on your experience, literacy (both language and digital), skills and workplace resources, so cannot be estimated.

Participants who successfully complete all assessments will receive their Certificate IV in New Small Business.

Recognition of Prior Learning

Your history of study, skills and experience can be taken into account but it must support the criteria included in the units of competency within the qualification. Documentary evidence, and completion of an RPL kit will be required.

If you wish to RPL contact us, and we will provide you with our RPL kit. Please note the price to RPL the qualification is the same price as studying the qualification, due to the extensive time required to assess evidence against selected criteria.

If you are enrolling in the RPL process, please send an initial deposit of \$850 to commence the process. The balance will be payable at the conclusion of the RPL assessment, but before issuance of any certificates or statements of attainment.

Gap training is available for any units not met by RPL evidence. This is provided via course notes and assessment, and is self-paced. There is no extra charge for gap training.

Units of Competency

BSBSMB401	Establish legal and risk management requirements of small business	BSBCUS301	Deliver and monitor a service to customers
BSBSMB403	Market the small business	BSBCMM401	Make a presentation
BSBSMB404	Undertake small business planning	BSBINN301	Promote innovation in a team environment
BSBSMB421	Manage small business finances	BSBWOR404	Develop work priorities
BSBLDR401	Communicate effectively as a workplace leader	BSBWHS418	Assist with managing WHS compliance of contractors

Course Work and Assessment Tasks

Participants need to be able to access and competently use a personal computer or laptop, and have sufficient literacy and numeracy skills to produce documentation such as business writing and financial planning. Please make us aware if there are any difficulties in meeting the above requirements.

Course fees include course notes, business documents and templates, and on-going trainer support whilst undertaking your studies.

Please note your enrolment in this qualification is for a set period, and will expire automatically after one year. If you have not completed your qualification in this time, an extension may be granted, however this will depend on how much progress has already been made in your studies. Once a qualification has expired, you will receive a Statement of Attainment for any units which were completed during the enrolment timeframe. After expiry, you may re-enrol for another year for an additional fee, however this must be done within 6 months of the expiry date, and will be subject to qualification currency. After 6 months, full price will be payable. Please refer to our Student Handbook for more information.

Course Venue and Equipment

Where courses are conducted on-site then a suitable venue and white board are to be provided by the client company. The venue shall have sufficient space for the participants to be seated comfortably for the duration of training. Participants will need to bring a laptop computer, mouse and have access to the Internet. Any catering costs shall be borne by the client company. Please contact us to discuss alternate arrangements if there is any difficulty in providing these facilities and equipment.

How to Enrol

To enrol in this qualification, please download an enrolment form from our website. Email or post the completed enrolment form back to Total Management and Training along with payment. You may choose to pay for the entire program (\$1200 or \$1500) or simply choose the units you wish to study and pay as you go (\$250 per unit). Enrolling in the entire program provides a saving of up to \$1300 over the per unit pricing.

Dedicated Course

Contact our office if you would like to book an on-site or dedicated course for your organisation. You may choose a 10 day delivery over a period of time, or a 5 day fast-tracked program. Dates will be scheduled at the time of booking. Please note dedicated programs may allow for a limited time to undertake assessment tasks, however the majority of assessments will need to be completed in your own time .