

**BSB40407 Certificate IV in Business (Small Business Management)**
**Overview**

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 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.

**Qualification Requirements:**

Total number of units = 10

**4 core units**

Field	Code	Unit Title
Small and Micro Business	BSBSMB401A	Establish legal and risk management requirements of small business
	BSBSMB402A	Plan small business finances
	BSBSMB403A	Market the small business
	BSBSMB404A	Undertake small business planning

plus

**6 elective units**

The 6 elective units may be selected from the elective units listed below and/or an equivalent level qualification from any endorsed Training Package. If not listed below, 1 elective unit may be selected from a Certificate III or Diploma qualification.

Field	Code	Unit Title
Creative Thinking	BSBCRT501A	Originate and develop concepts
Customer Service	BSBCUS401A	Coordinate implementation of customer service strategies
	BSBCUS402A	Address customer needs
E-Business	BSBEBU401A	Review and maintain a website
Financial Administration	BSBFIA402A	Report on financial activity
Franchising	BSBFRA401B	Manage compliance with franchisee obligations and legislative requirements
Innovation	BSBINN301A	Promote innovation in a team environment
International Business	BSBINT303B	Organise the importing and exporting of goods
Management	BSBMGT404A	Lead and facilitate off-site staff
Marketing	BSBMKG413A	Promote products and services
	BSBMKG414A	Undertake marketing activities
Project Management	BSBPMG510A	Manage projects

Relationship Management	BSBREL401A	Establish networks
	BSBREL402A	Build client relationships and business networks
Research	BSBRES401A	Analyse and present research information
Small and Micro Business	BSBSMB405A	Monitor and manage small business operations
	BSBSMB406A	Manage small business finances
	BSBSMB407A	Manage a small team
	BSBSMB408B	Manage personal, family, cultural and business obligations
	BSBSMB409A	Build and maintain relationships with small business stakeholders
Imported Units	FNSACCT407A	Set up and operate a computerised accounting system
	PSPGOV407B	Provide a quotation