

# Certificate IV in Small Business Management BSB40407

## 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** as listed below

|            |  |
|------------|--|
| 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.

|            |  |
|------------|--|
| BSBCRT501A | Originate and develop concepts   |
| BSBCUS401A | Coordinate implementation of customer service strategies                   |
| BSBCUS402A | Address customer needs   |
| BSBEBU401A | Review and maintain a website  |
| BSBFIA402A | Report on financial activity   |
| BSBFRA401B | Manage compliance with franchisee obligations and legislative requirements |
| BSBINN301A | Promote innovation in a team environment                                   |
| BSBINT303B | Organise the importing and exporting of goods                              |



This qualification outline shows qualification packaging rules as documented in the National Training Package. Course delivery options, scheduling and available elective units may vary.

- BSBMGT404A Lead and facilitate off-site staff
- BSBMKG413A Promote products and services
- BSBMKG414B Undertake marketing activities
- BSBPMG510A Manage projects
- BSBREL401A Establish networks
- BSBREL402A Build client relationships and business networks
- BSBRES401A Analyse and present research information
- 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
- FNSACCT407B Set up and operate a computerised accounting system
- PSPGOV407B Provide a quotation
- BSBSUS301A Implement and monitor environmentally sustainable work practices

