

Name: Certificate IV in New Small Business

Course Award: On successful completion, you will be eligible to receive;

Certificate IV in New Small Business

Course Code: BSB42615

Course Description: This qualification is suitable for those establishing a small business that 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.

Entry requirement: Nil

Pre-requisites: Nil

Course content: The course covers the theory and practice associated with:

Core Units

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

Electives

BSBREL401 Establish networks

BSBCUS401 Coordinate implementation of customer services strategies

BSBCUS402 Address customer needs

BSBFIA402 Report on financial activity

BSBPMG522 Undertake project work

BSBSMB405 Monitor and manage small business operations

Delivery mode: Online

Duration: 440 hours approx.

Commitment level required:

Volume of Learning:

Your learning commitment (known as the volume of learning) for this qualification is a minimum of 440 hours. This includes approximately 17 hours per week. You will need to allocate the remaining hours to engage in a range of activities to support your learning which may include;

- Independent study
- Work placement or simulated workplace activities
- Research and projects
- Preparation of assessment tasks

Length of time to complete: Most students take anywhere between 6 to 12 months. The time it takes varies with your level of education, skill level, and your ability to put time aside to study.

Career and Study Pathways: Small Business Manager (Franchise) Small Business Manager (Retail)

The expiry date of Course: This course is live for 18 months. A one off three months' extension can be granted. The Administration Fee for the extension is \$250

If your expiry date is reached and you have not completed the coursework, or an extension has not been granted, you will have to re-enrol at the full price to complete the course.

Fees: \$1,990

How to enrol: You can either enrol online "Pay and Start" <http://www.ezetraining.com.au/>

Please make sure you read the terms of payment before paying.

or call 1300 552 044 or email to make an enquiry

All students doing nationally recognised training need to have a **Unique Student Identifier (USI)**.

A USI is a reference number made up of numbers and letters.

It creates a secure online record of your nationally recognised training that you can access anytime and anywhere, and it's yours for life. To receive a Statement of Attainment when completing your course, you will need to give us a copy your USI number. Creating a USI is free.

To obtain this USI if you don't already have one please follow the link below:

<http://www.usi.gov.au/>

Please note: for those students in Victoria; you will need to provide a VSN (Victorian Student Number)

Need help deciding? We advise all our students to have a conversation with one of our Course Advisors on 1300 552 044 or email to make an enquiry to ezetrainingaustralia@gmail.com

Other relevant information: The onerous is on the student to research the course thoroughly and ask questions before enrolment and paying the deposit.

Equipment

You will need access to a digital video recording device and/or a digital camera and associated software to save and upload video, audio and image files. Many mobile phones and smartphones include this technology.

You will also need access to software to view online videos and images. Software such as Adobe Reader, Windows Media Player, Windows Photo Viewer, etc. are available as a download from the internet.

You will need to have access to a computer that has an inbuilt web camera or software for an external web camera and microphone to complete online assessment tasks. It is also required that you use Google Chrome when completing your online assessments

Some assessments include a component for students to record a video. The requirements for these videos vary, depending on the assessment. If you are unable to conduct these in the workplace, if this is a requirement of the assessment, you have the option of engaging with friends, family and other students to record this via other means, such as Skype.

Typical assessments might include: Audio/video recording of role plays, case studies, portfolio, presentations, projects, questions, written reports

Expected skills and knowledge:

This is a Certificate IV level course. Skills to study effectively include research and interpretation of information, referencing, time management and ability to work on projects and or in a team.

Training Locations: Online