



**BSB42615**  
**Certificate IV**  
**New Small Business**

The right tools and skills to help you build a successful small business.

## Opportunities to help you grow...

The Business Growth Centre is passionate about helping you reach your career and business goals. Our nationally recognised training courses will help you develop relevant and practical skills to advance your career and grow your business.

### Why train with the Business Growth Centre?

- ⓧ We will provide the right training solution for you. Our staff will work with you to develop an effective program that is relevant to your industry and your business.
- ⓧ Our trainers are industry practitioners and successful business operators, with experience and knowledge to help you succeed.
- ⓧ We can structure your learning to suit your availability and budget.
- ⓧ Our training programs are flexible. You can choose between face to face or distance learning.
- ⓧ Our dedicated staff are here to support you every step of the way.
- ⓧ When you attend face to face workshops, you will have the chance to interact with like-minded people and learn from each other's experiences.
- ⓧ When you train with us, you will have access to more than just educational expertise. The Business Growth Centre provides business advisory services and networking opportunities to help you grow.

When you choose to train with the Business Growth Centre, you are choosing a qualified and reputable provider and a learning partner who will support you all the way.

## Course Guide

**BSB42615**

### **Certificate IV in New Small Business**



#### **You can be a small business success story!**

If you have an idea for a new small business and want to know how to get up and running, the BSB42615 Certificate IV in New Small Business is the ideal program for you. If you have a small business from which you are planning to retire, this is the right program for the person you have in mind to take over from you!

The Certificate IV in New Small Business will help you to learn how to run a successful business. From understanding your legal responsibilities to planning your finances, from reaching customers to keeping them coming back for more, you will gain small business know-how and build skills that will support your transition to becoming a successful small business operator.

By the end of your course, you will have a complete business plan that will give you the best chance of success. You can use your business plan to get your business off the ground or to manage a smooth transition to the next generation.

BSB42615 Certificate IV in New Small Business carries national recognition under the Australian Qualifications Framework. The Business Growth Centre (NSW) holds registration to deliver this qualification through the Australian Skills Quality Authority (RTO 90929).

You will learn how to:

- ⓧ develop a business plan, including a marketing plan and a financial plan
- ⓧ start a micro or small business and meet your legal and tax obligations
- ⓧ develop the skills to manage a micro or small business successfully
- ⓧ develop customer service policies, credit terms and workplace policies
- ⓧ incorporate work health and safety into your business
- ⓧ implement and monitor an operational plan and manage business risk, employees and finances
- ⓧ market your products and services and build networks

The program suits both micro and small business operators and provides opportunities for you to work on your business as you progress through your studies. You can undertake this course before or after you start your business.

## Potential Career Outcomes

Completing your qualification will equip you to move into the role of Small Business Manager, Small Business Owner or Small Business Operator.

## Pathways Information

You may enter the Certificate IV in New Small Business with personal or professional industry experience, with or without formal qualifications. After you graduate, you may wish to pursue further study in marketing, management, human resources or another business field.

## Entry Requirements

There are no formal entry requirements for the Certificate IV in New Small Business. You will need reasonable English language, reading, writing and computer skills.

We may ask you to complete some short reading, writing and mathematical tasks to help us identify if you need learning support requirements. Our aim is to provide you with the help you need to succeed in your studies.

## Course Delivery

You may attend face to face workshops or complete your course through correspondence study.

## Course Duration

Your study commitments will include attending workshops or studying at home, reading course materials, researching and completing assessment tasks. Your education program is likely to continue for 10-12 months. You may be able to reduce this time if you have previous experience and apply for recognition of prior learning or credit transfer.

As a guide, you should aim for an average of six to eight hours per week including your classroom and home study time.

We schedule day and night courses to help you fit study into your life. There are usually one or two workshops per unit. Most classes run once a month during the day or twice a month for an evening course or a fast-track program.

You can also access tutorial sessions for help with your study and your assessment tasks.

## Resources

We will provide student information, policies, workbooks, assessment material and access to a trainer/assessor to support your study. To complete your take-home assessments, you will need your workbooks, access to a computer and printer, access to the internet for research, a quiet place to work and sufficient time to complete your tasks. You may also need to access a suitable workplace. If you are not able to access a work environment, we will provide you with advice and alternatives.

## Units of Competency

You must complete ten units for BSB42615 Certificate IV in New Small Business, including four core units. The table below shows an example study program and may be subject to change. We may be able to substitute some elective units for others that suit your needs.

Unit name	Unit Description	Unit Type
BSBSMB401 Establish legal and risk management requirements of small business	Identify and comply with the regulatory, legal, taxation and insurance requirements that apply to your business. Learn how to negotiate and arrange contracts.	Core
BSBSMB402 Plan small business finances	Develop a financial plan to support your business viability. You will learn how to identify costs, calculate prices and project your anticipated profit. You will also consider your financing needs and learn how to identify and investigate potential finance for your enterprise.	Core
BSBSMB403 Market the small business	Develop and implement marketing strategies and determine the optimum marketing mix you need to achieve your objectives. Plan your promotional strategies and monitor and improve marketing performance.	Core
BSBSMB404 Undertake small business planning	Research and develop an integrated business plan for achieving your business goals and objectives, including strategies that minimise risk.	Core
BSBCUS402 Address customer needs	Manage your ongoing customer relationships and help customers to articulate their needs. Learn how to recommend customised solutions and manage networks.	Elective
BSBREL402 Build client relationships and business networks	Establish, maintain and improve your client and customer relationships, and actively participate in business networks to access support and enhance your personal knowledge of your market.	Elective
BSBSMB414 Time management for small business	Research and develop an integrated time management plan to help you achieve your business goals and objectives.	Elective
BSBSMB406 Manage small business finances	Learn how to produce financial budgets and projections, manage business capital needs, provide for taxation, set up your client credit policies and set key performance indicators to monitor your business' financial performance.	Elective
BSBSMB413 Design a digital action plan for small business	Undertake a basic review of business digital readiness, identify opportunities and develop an action plan for using digital initiatives in your small business.	Elective
PSPGOV407B Provide a quotation	Learn how to conduct a cost-benefit analysis and prepare a quotation to provide your goods and services to others. Find out how to clarify customer requirements, establish costs and resource availability, prepare estimates, submit quotations and take follow-up action.	Elective

## Fees and Payment Schedule

You may enrol in BSB42615 Certificate IV in New Small Business with a fee subsidy through NSW Government's Smart and Skilled *Targeted Priorities Program* if you:

- ⊗ are 15 years or older, and
- ⊗ have left school, and
- ⊗ live or work in NSW, and
- ⊗ are an Australian citizen, permanent resident, humanitarian visa holder or New Zealand citizen.

The NSW Government provides you with a fee subsidy and you [or your employer] contribute to the cost of your course. The amount you pay depends on your personal circumstances.

We will provide you with a personalised quotation before confirming your enrolment. The following examples show typical costs under this program for 2017 admissions with a Smart and Skilled subsidy:

Smart & Skilled Fee Subsidy	
If you are:	Your standard fee will be:
An eligible student and undertaking your first post-school qualification	\$1,580 [paid in instalments]
An eligible student and undertaking your second or subsequent post-school qualification	\$1,850 [paid in instalments]
A person [or the dependent of a person] receiving a specified Commonwealth Government benefit	\$240 concession fee
A person of Australian Aboriginal or Torres Islander heritage	No fees apply
A person who meets the disability fee exemption criteria	No fees apply
A person who is eligible for a concession and not older than 30 when training starts	No fees apply
A person [or the dependent of a person] who is experiencing or has experienced domestic and family violence	No fees apply

### Fee for Service

If you are not eligible for a Smart and Skilled Fee Subsidy, you may enrol as a full fee paying student.

Fee for Service Enrolment	
Item	Amount
Non-refundable administration fee	\$150
Tuition and assessment	\$2,745
Resources may include workbooks, learning materials and catering	\$600
<b>Total Fee</b>	<b>\$3,495</b>

You must pay for this course in instalments as the Centre cannot legally hold more than \$1,500 in advance payments for tuition at any time during your enrolment. We will negotiate a payment schedule with you before we confirm your admission.

Students undertaking correspondence study may pay unit by unit. The cost of each unit is \$350.

## Other Fees and Charges

Item	Fee	Description
Qualification or Statement of Attainment Reissue	\$60 inc GST	Applies when you request that we reissue a replacement document.
Recognition of Prior Learning (RPL) Assessment <i>[only applies to fee-for-service enrolments]</i>	75% of current fee-for-service course or unit fee	<ul style="list-style-type: none"> <li>The RPL Assessment Fee applies for each unit of competency in your application.</li> <li>If the total RPL fees exceed \$1,500 you must pay them by instalment – please contact us for an individual quote and payment schedule.</li> <li>If your RPL application is not successful, you may enrol in the course at the current course fee, less any fees you have already paid for your RPL application.</li> </ul>
Credit transfer <i>[only applies to fee-for-service enrolments]</i>	25% of current fee-for-service course or unit fee	No fee applies if you hold a unit of competency from another qualification that has the same unit code and unit name as one in the qualification you wish to enrol in. If the unit has the same name and a different unit code, you will need to apply for RPL and pay the applicable fee.

## Next Steps

To complete your enrolment, you may email us at [admin@mybgc.org.au](mailto:admin@mybgc.org.au) or phone us on 4942 3133. We will provide you with our Student Handbook, which covers the things you need to consider before choosing us as your training provider, such as our refund conditions, your rights and responsibilities and student policies and procedures.

We encourage you to call us to discuss your learning options and any questions you may have about studying at the Business Growth Centre.

## For Further Information

**Business Growth Centre**  
**Training Administration Officer**  
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