



## BSB42615 Certificate IV in New Small Business

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### Course outline

<b>ANIBT Course Code:</b>	C4NSB_BSB42615
<b>CRICOS Code:</b>	090356D
<b>Delivery Mode:</b>	Varied: Face to Face Classroom; Workshop; Computer generated supervised learning
<b>Location:</b>	Melbourne
<b>Course Duration:</b>	6 months full time or up to 12 months part time
<b>Nominal Study Hours:</b>	480 hours
<b>Qualification Level:</b>	Certificate IV
<b>Nationally Recognised:</b>	Yes

### Course overview

A range of opportunities exist across all facets of the small business sector for people with broad business, management and entrepreneurial skills.

This nationally recognised qualification reflects the role of individuals who use well developed skills and a broad knowledge base in a 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.

Typically, at this level, they may provide leadership and guidance to others and have responsibility for the output of others.

The Certificate IV in New Small Business offered by ANIBT will enable you achieve what you've always wanted to in the new business environment and will equip you with the skills and knowledge to be able to own, manage or both any new business.

***If you have entrepreneurial flair and experience and are looking to formalise your qualifications and skills, this will be an ideal qualification to undertake.***

## Program outline

### Subjects

The **Certificate IV in New Small Business** qualification offered by ANIBT is made up of 10 units of competency. These consist of 4 core units and 6 elective units\* as outlined below:

#### 4 core units

<i>Unit Code</i>	<i>Unit Name</i>
BSBSMB401	Establish legal risk management requirements of business
BSBSMB402	Plan small business finances
BSBSMB403	Market the small business
BSBSMB404	Undertake small business planning

#### 6 elective units

<i>Unit Code</i>	<i>Unit Name</i>
BSBFIA402	Report on financial activity
BSBSMB405	Monitor and manage small business operations
BSBSMB407	Manage small team
BSBMKG413	Promote products and services
BSBCUS401	Co-ordinate implementation of customer service strategies - CGSL
BSBCUS402	Address customer service needs - CGSL

*\* Please note that it is possible to select alternative elective units subject to specific employer requirements and with the agreement of ANIBT.*

### Assessment methods

A wide variety of assessments methods will be employed to assess student competence in each unit. These include but are not limited to:

- Demonstration and observation
- Review questions and answers
- Group assignments
- Individual projects / portfolios
- Case studies
- Role plays
- Presentations

### **Entry requirements**

It is highly recommended that students are currently in a workplace or have access to a workplace for this course.

For Certificate IV level courses, the recommended minimum level of education is Higher School Certificate or equivalent or relevant qualification (at Certificate III or above) or relevant vocational experience.

In addition, students may enter the qualification through a number of entry points demonstrating potential to undertake vocational education and training at Certificate IV level including:

- with personal or vocational experience in a specific industry;
- with vocational experience in a specific industry and an industry specific qualification.

### **For international students**

Please check with the Australian Department of Immigration and Border Protection regarding international students enrolling into any on-line only based qualifications.

The Australian government publishes rules for English language proficiency for international students applying for entry to vocational training. You should establish your country's assessment level by reading the DIBP rules at [www.immi.gov.au/students/](http://www.immi.gov.au/students/). Be aware that the rules may be changed during 2016.

Generally, to demonstrate English language proficiency for doing a Certificate or Diploma course, an international student needs one of the following test scores:

Test	IELTS	PTE Ac	TOEFL iBT	TOEFL PBT	Cambridge
<i>Score</i>	5.5	42	46	527	B2 – 160-179

ANIBT also accepts completion of a recognised equivalent English preparation course from an accredited ELICOS provider. Admission may be approved if the language of instruction in the student's home country is English or if English has been the language spoken in the student's home.

Overseas students who do not provide a satisfactory score from an English test recognised by DIBP will be interviewed to ascertain their language, literacy and numeracy (LLN) skills.

All students must complete a Language, Literacy and Numeracy test at ANIBT as part of the enrolment process.

If necessary, the student will need to complete an English language course at ANIBT before being admitted to a vocational training Certificate or Diploma course.

### **Note: ANIBT may establish student's English language proficiency appropriateness' level if:**

- The student has completed 1-year study which is taught in English
- The student has successfully completed ELICOS course and the level is equivalent to IELTS 5.5
- The student passes ANCE English assessment test, under supervision by ANIBT or ANIBT representative agents (does not apply to offshore direct-application).

### **Course completion**

Upon successful completion of this course, you will receive a nationally recognised qualification **BSB42615 Certificate IV in New Small Business** issued by the Australian National Institute of Business and Technology Pty Ltd (ANIBT).

The Australian National Institute of Business and Technology Pty Ltd is a Registered Training Organisation (Provider number: 21368) registered with the Australian Skills Quality Authority

(ASQA).

## Course availability

ANIBT's programs allow participants to undertake their studies in a variety of flexible ways including:

- Classroom\*
- Computer generated supervised learning\*
- Workshop
- Correspondence

ANIBT has regular intakes for its classroom based courses as follows:

\*delivery modes available for INTERNATIONAL STUDENTS

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**February** Term 1 intake

**April** Term 2 intake

**July** Term 3 intake

**October** Term 4 intake

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## Future pathways

After successful completion of your Certificate IV, you will have many other study options available to you. These may include the Diploma of Business, the Diploma of Leadership and Management and/or a range of many other Diploma qualifications.

## Recognition of Prior Learning (RPL)

Students may be able to shorten the length of their chosen course by taking into account previous training, employment experience or other life skills that directly relate to the competencies the Unit of competency is assessing.

Please contact ANIBT directly on +61 3 9620 2922 to discuss your previous experiences and we will be able to guide you through the RPL process.

## Credit Transfer (CT)

Students may be able to shorten the length of their chosen course by taking into account previous studies. ANIBT recognises AQTF registered organisations for credit transfers.

Please contact ANIBT directly on +61 3 9620 2922 to discuss your previous studies and we will be able to guide you through the credit transfer process.

## Special requirements

It is expected that all students will have access to their own personal computer and the internet. This is essential for regular research and also on-line based assessment work throughout the course.