

## Certificate IV in Small Business Management

BSB42515

### Higher Level Skills

This qualification is suitable for small business owner, managers or employees working within a small business, who 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.

### Course Requirements

To achieve a Certificate IV in Small Business Management, 10 units must be completed including 4 core units and 6 elective units.

#### Core units

BSBSMB404	Undertake small business planning
BSBSMB406	Manage small business finances
BSBSMB413	Design a digital action plan for small business
BSBSMB415	Refine and strengthen a small business

#### Elective units (must choose 6 units)

BSBCUS401	Coordinate implementation of customer service strategies
BSBCUS402	Address customer needs
BSBLED401	Develop teams and individuals
BSBRELE402	Build client relationships and business networks
BSBSMB401	Establish and comply with legal and risk requirements of small business
BSBSMB402	Plan small business finances
BSBSMB403	Market the small business
BSBSMB407	Manage a small team

#### Course Delivery

This course is delivered over 12 months with a blended delivery model. Training and assessment will be delivered online and in the workplace.

**Call or email us and enrol today!**

1300 936 864

[admin@aurora.edu.au](mailto:admin@aurora.edu.au)

### Your New Career

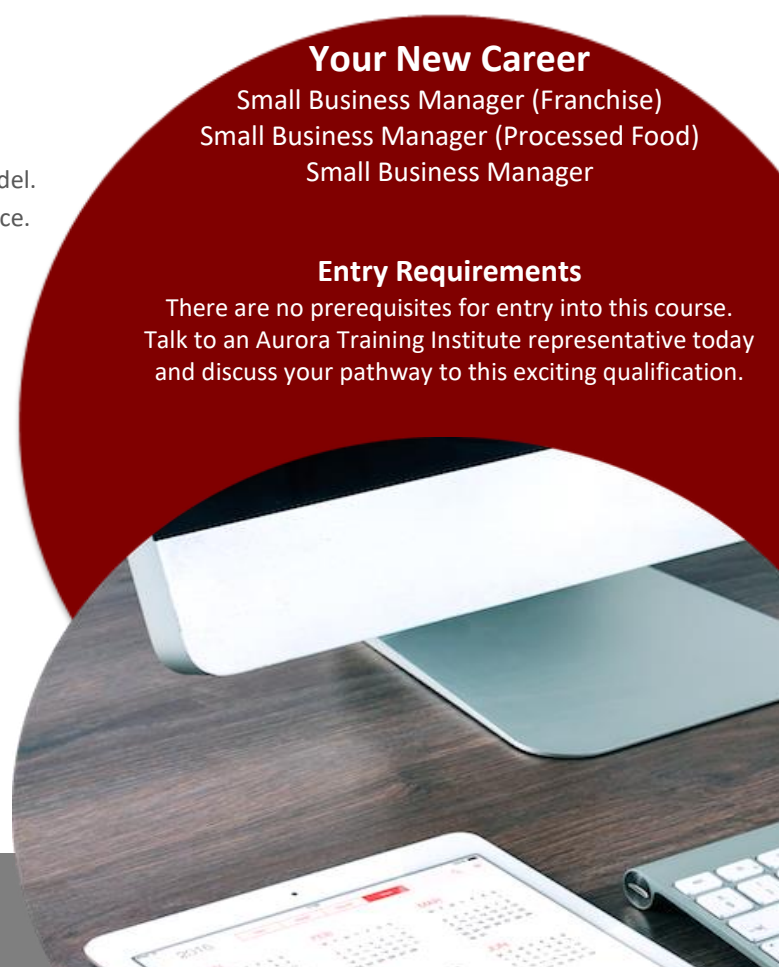
Small Business Manager (Franchise)  
Small Business Manager (Processed Food)  
Small Business Manager

### Entry Requirements

There are no prerequisites for entry into this course. Talk to an Aurora Training Institute representative today and discuss your pathway to this exciting qualification.



NATIONALLY RECOGNISED  
TRAINING



## HIGHER LEVEL SKILLS PROGRAM

The Higher Level Skills Program aims to assist eligible individuals to gain the higher-level skills required to secure employment or career advancement in a priority industry or transition to university to continue their studies.

The Higher Level Skills program is funded by the Queensland Government to give eligible individuals a government subsidy toward the training costs in selected Certificate IV and above qualifications.

Aurora Training Institute is a Pre-Qualified Supplier under this program for the delivery of this Certificate IV qualification.

Every student that completes or discontinues a Higher Level Skills course must complete a Student Training and Employment Survey within 3 months.

## STUDENT CONTRIBUTION FEE

The Student Contribution Fee under the Higher Level Skills program is \$50 for non-concessional students and \$15 for concessional students. This fee represents the total cost to the student to enrol, undertake training and be awarded the qualification.

## ELIGIBILITY CRITERIA

To be eligible to enrol in the Higher Level Skills program, you must:

- Be aged 15 years or above and;
- Be no longer at school and;
- Be a Queensland resident permanently residing in Queensland i.e. an Australia Citizen or permanent resident or a New Zealand citizen
- Not have previously completed or currently be enrolled in a Certificate IV level qualification (or higher)  
*\* Certificate IV Qualifications completed at secondary school are not counted*
- To be eligible to complete the Certificate IV in Small Business Management, individuals must be a business owner, manager or employee of a small business  
*\*Small Business is a business that operates for all or part of the income year, has an aggregated turnover less than \$10 million and employ less than 20 people.*

## MORE INFORMATION

For more information on the Higher Level Skills program visit the [Queensland Government](http://www.training.qld.gov.au) website at [www.training.qld.gov.au](http://www.training.qld.gov.au) where you can find Frequently Asked Questions or download the Higher Level Skills [Student Fact Sheet](#).

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