

BSB40320

Certificate IV in Entrepreneurship and New Business

Professional Development

Great for those wanting to manage a business!

Is this course for me...

YES! If you are looking for a practical course to help grow the business you are currently in.

Gain new skills and practical strategies that will provide you with business skills, knowledge and support so that you can really get the business going.

How will this Course help my Career...

- Discover more about your new place of employment - Policies, Procedures, and how it all works.
- A proactive way to settle into your new role quickly
- Show your commitment to your new job and profession.
- You will be looking at all aspects of finance, marketing, KPIs, systems and your role in each of these.
- This course will provide you with the skills to develop a Business Plan for the next 2 -5 years, while giving you more understanding of business growth strategies and business management skills.

What Qualification will I Gain...

After completion of the 12 month program, you will gain your: BSB40320 Certificate IV in Entrepreneurship and New Business

Gain your qualification NOW while your Employer will pay for it!

Here's what one of our students thinks...

"I now understand financials a lot better. I will now keep better records, details and keep a close eye on sales and more often.

Through the training process I have learnt to be thinking ahead, to write down strategies and to measure success.

I now have more confidence in my business decisions based on fact now rather than instinct."

Helen Gosse

Here's what another student thinks...

"The course gives you a greater understanding of the way a business runs.

I now personally have a greater understanding of bookkeeping and understand how the balance sheets cashflow and profit and loss fit into the total financial look of the business."

Joanne Mobbs

How is this program delivered?

A very simple process that most find interesting, and rewarding.

1-1 Training Program:

- Online access 24/7 to everything you need – course materials, assessments, resource libraries...
- No Exams. No Essays. No college or workshop attendance required
- Complete your assessments based on projects in your current role.
- Monthly Phone appointments with your Trainer – to understand the assessment requirements, determine what evidence you already have and what is needed to complete for each unit, discuss the topic...
- Regular Tutorials via Zoom available to get all your questions answered as needed
- Regular phone sessions with your Completion Coach/Tutor – to help you through the units, sort out any issues, keep you on-track...
- Complete all units over the 12 month period
- Qualification awarded + online graduation celebration

How much time will this course take?

The course runs over 12 months.

Your qualification will be issued after 12 months, when all the units have been completed.

Your assessments may take around 4 hours per week, or perhaps less if you have experience.

As they are work-based projects, you may be able to get some of it done during your work hours. If you have experience, this may be a hunting and gathering exercise for you and then just answer the questions based on your work.

Units

There are **10 units** in this qualification.

BSBSMB401
Establish and comply with legal and risk requirements of small business

BSBSMB404
Undertake small business planning

BSBADM409
Coordinate business resources

BSBESB403
Plan finances for new business ventures

BSBSMB421
Manage small business finances

BSBESB403
Market the small business

BSBMKG413
Promote product and services

BSBHRM415
Coordinate recruitment and onboarding

BSBOPS404
Implement customer service strategies

BSBESB406
Establish operational strategies and procedures for new business ventures



NEXT STEPS

Let your Employer know that this is the course you wish to do, and complete the **Employee Expression of Interest Form**.