



focused on your retail success

BSB40407 Certificate IV in Small Business Management

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide 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. They may provide leadership and guidance to others, and have responsibility for the output of others. Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include small business manager.

There are 10 units required to complete the qualification of which there are 4 core plus 6 elective units. The 6 elective units may be selected from the elective units listed below and/or any other Certificate IV qualifications offered by Target Training. One elective unit may be selected from a Certificate III or Diploma qualification offered by Target Training.

Core Units:

- BSBSMB401A Establish legal and risk management requirements of small business
- BSBSMB402A Plan small business finances
- BSBSMB403A Market the small business
- BSBSMB404A Undertake small business planning

Elective Units:

- BSBCRT501A Originate and develop concepts
- BSBCUS401A Coordinate implementation of customer service strategies
- BSBCUS402A Address customer needs
- BSBEBU401A Review and maintain a website
- BSBFIA402A Report on financial activity
- BSBFRA401B Manage compliance with franchisee obligations and legislative requirements
- BSBINN301A Promote innovation in a team environment
- BSBINT303B Organise the importing and exporting of goods
- BSBMGT404A Lead and facilitate off-site staff
- BSBMKG413A Promote products and services
- BSBMKG414A Undertake marketing activities
- BSBPMG510A Manage projects
- BSBREL401A Establish networks
- BSBREL402A Build client relationships and business networks
- BSBRES401A Analyse and present research information
- BSBSMB405A Monitor and manage small business operations
- BSBSMB406A Manage small business finances
- BSBSMB407A Manage a small team
- BSBSMB408B Manage personal, family, cultural and business obligations
- BSBSMB409A Build and maintain relationships with small business stakeholders
- FNSACCT407A Set up and operate a computerised accounting system
- PSPGOV407B Provide a quotation