



Certificate IV in New Small Business (BSB42618) – Blended – Online with weekly face to face tutorials

Are you ready to be your own boss? Take the first step towards starting your own business today!

BE YOUR OWN BOSS! START LEARNING TODAY...

Subjects (10 units of competency to gain your qualification)

Core Unit

BSBSMB401 Establish legal and risk management requirements of small business

BSBSMB403 Market the small business

BSBSMB404 Undertake small business planning

BSBSMB421 Manage small business finances

Elective Units

BSBMKG413 Promote products and services

BSBCUS402 Address customer needs

BSBREL402 Build client relationships and business networks

BSBRES411 Analyse and present research information

BSBSMB408 Manage personal, family, cultural and business obligations

BSBSMB420 Evaluate and develop small business operations

About your Trainer

Participants in this program will learn from experienced business owners and trainers who can assist you with real life industry skills and knowledge. 1 Education is renowned for high quality and standards and exceptional customer service and Trainers who want to share their expertise to help you succeed with your studies and career goals.

Qualification and Accreditation Outcomes

On successful completion of this program you will be awarded a nationally recognised qualification 'Certificate IV in New Small Business' (BSB42618), issued by 1 Education (RTO #6639).

Graduates of this program will be ready to maximise their chance of success as a small business owner or operator.

Potential Job Outcomes

This qualification is quite generic, opening doors to graduates across all types of small business. The competencies you gain from this program will increase your effectiveness as a Small Business Owner or Manager.

Course Format and Mode of Delivery

During this program you will develop a variety of useful skills across areas such as understanding and managing your business risks and legal obligations, evaluating opportunities, marketing the business, developing a basic business plan, managing finances, promoting products and services, customer service, establishing networks to support your business, analysing and presenting research information, and balancing work and personal commitments.

To guide your studies you will be given 24 hours / 7 days per week access to an online management system (Catapult), as well as on call assistance via direct contact with your assigned Trainer.

Location

Online – in additional to optional weekly tutorials on the Gold Coast and Brisbane.

Entry Requirements / Minimum Age:

There are no specific entry requirements for this course, however you must have successfully completed year 10 (or equivalent) with a satisfactory pass in English or have relevant experience and/or qualifications that indicate your ability to complete the course. A good command of the English language is required as you will need to demonstrate satisfactory skills in verbal and written communication.

Course Duration:

As this is an independent, online / blended program, you can learn at your own pace, but as a guideline, if you are able to commit 20 hours per week you could complete the entire course within a 3 month period.

Alternatively, you may elect to complete the course over 6 months at just 10 hours study per week as a general guide.

General (Minimum) Computer Specifications Needed:

Microsoft Office 2010 (Recommended)

Adobe Reader 2017 or equivalent

Adobe Flash Player 10 or higher

Printer/Scanner

2GB Ram minimum (4GB recommended)

Microsoft Windows user:

Microsoft Windows 10 (Recommended)

Apple Mac User:

OS X 10.11 (Recommended)

You will need basic computer skills including the ability to:

You will need Internet connection, and some assessments will require Microsoft Excel and Word software to complete the tasks. Some formatting ability and a basic level of these programs is required.

- Create, save and edit Microsoft office documents (including Word, Excel)
- Access and search the Internet
- Download and save documents from a variety of websites
- Upload files and images onto the Learning Management System
- Access Dropbox links (depending on subject selection)

Recognition of Prior Learning and Credit Transfer

All 1 Education students are provided with an opportunity to claim any advanced credit for their past studies or life experiences where that experience overlaps with the subjects contained in the course we are offering.

You will be asked to consider whether you would like to apply for any Recognition of Prior Learning (RPL) at the time of your enrolment, at which time, a self-assessment will be made available for you to complete. Please note that recognition of prior learning has no impact on course fees.

If you already hold the exact units of competency or an approved equivalent unit of competency to any of the units contained in your course then you will be given credit for that unit/s under national mutual recognition guidelines. This is called a Credit Transfer and any credit transfer issued may reduce the overall cost of your course.

Support Services

Your Trainer will remain on-call throughout your studies and you will also receive periodic contacts from your Trainer (in addition to the optional tutorials) to talk through course content and assessments, and any issues you might be having.

The 1 Education administration team will also remain available to assist you with any non-educational issues not relating specifically to your course content, or in cases where an issue cannot be resolved between you and your Trainer.

Please remember that a detailed step-by-step guide for raising complaints and appealing an assessment decision, has been provided in the 1 Education Student Handbook, made available to you via the 1 Education website.

Language, Literacy and Numeracy:

We understand some people require more time than others to complete reading, writing and numeracy tasks. To ensure we have an accurate understanding of your support needs, we require you to complete a short LLN needs assessment during your enrolment process. We will then discuss any additional support or course modifications that might be required, if and as needed.

Further details can be found in the 1 Education Student Handbook or alternatively, contact us for more information.

Course Fees and Availability of Course Subsidies:

This program does not attract government funding.

Course fees will be clearly declared on your student enrolment form or contact 1 Education for current pricing.

Payment Options:

Students will be given the option to make payment via the following methods:

- Direct Credit Bank Transfer or
- Credit Card via PayPal (fees apply)

Convenient payment plan options may also be available on request.

Study Pathway:

Whilst there are lower level qualifications that might be useful for some students to complete prior to commencing the Certificate IV, the majority of students will choose to enter directly into the Certificate IV in New Small Business. If you are uncertain about your readiness to study the program please talk with one of our friendly staff members and we can guide you on the best pathway for you.

Once you have graduated with your Certificate IV in New Small Business, there are additional optional qualifications to pursue, to build on your skills and knowledge. You may decide to enrol into the Diploma of Leadership and Management as your new development stage.

Your Trainer will be happy to discuss these options during your Certificate IV studies.

Course Survey

All 1 Education students are required to complete a survey at the completion of their program to enable us to improve the experience for future students. We thank you in advance for your contributions.

More Information

For more information relating to various student-related policies and processes please refer to the Student Handbook, available in the 1 Education website - <http://www.1education.com.au/>

Contact Details

Phone: 0478 752 453 | Email: enquiries@1education.com.au

Internet: <http://www.1education.com.au/>