



Operating A Small Business

(Certificate IV in New Small Business BSB42615)

Course Outline



Course Description

This qualification is suitable for those establishing 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.

Upon successful completion, students will be competent in the following Units of Competency:

Core Units (4)

BSBSMB401	Establish legal and risk management requirements of small business
BSBSMB402	Plan small business finances
BSBSMB403	Market the small business
BSBSMB404	Undertake small business planning

Elective Units (6)

BSBSMB301	Investigate micro business opportunities
BSBREL401	Establish networks
BSBREL402	Build client relationships and business networks
BSBSMB409	Build and maintain relationships with small business stakeholders
BSBSMB413	Design a digital action plan for small business
BSBSMB414	Time management for small business

Pre – Requisites:

There are no prerequisite requirements for individual units of competency. Clients must demonstrate Language, Literacy and Numeracy (LLN) skills in accordance with course demands. Each client will undergo an LLN assessment during the application process.

COURSE COSTS (The cost of this course is for primarily classroom-based delivery supported by webinars, group and individual coaching)

FULL FEE PAYING (Payment Plans Available)

One-time administration fee: \$500 (GST inclusive) [if you enrol in any other WISE courses, the administration fee is waived.] [includes textbook Innovative Business Resources (IBR). (2015). *New Small Business: A Resource for the BSB442615 Certificate IV in New Small Business*. Cottesloe WA: Innovative Business Resources.

Tuition (Assessed): \$2350.00 (GST Free). [that is only **\$293.75 per week!**]

Tuition (Non-Assessed): \$1350.00 (GST Free). [that is only **\$168.75 per week!**] *Money Back Guarantee (conditions apply)

SKILLED CAPITAL (ACT FUNDING) - \$500.00* “Skilled Capital is an ACT Government training Initiative, funded by the ACT and Australian Governments”

- Contact the office for more options and details on government funded programs, eligibility and conditions of enrolment. We will assess if you are eligible for a Fee Concession and fee waiver. If you are eligible for a fee concession you will be liable for a \$200 administration fee. If you meet the Fee Waiver conditions you will not be required to pay the \$200.00 Administration fee.



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- All fees will be determined based on your individual circumstances including financial hardship.
- If you are not eligible for a fee concession Skilled Capital or any other government funded program, you will be required to pay the full FFS (Fee For Service) tuition fee.
- Students who successfully complete the qualification under the Skilled Capital program will be eligible for a \$300 completion incentive paid directly to the student upon completing the qualification and mandatory survey.
- Students will be eligible to receive the completion payment for up to one (1) year after successful completion of the qualification, provided up to date email and bank account details are confirmed. A student is not eligible for a completion payment where more than 50% of the units are completed through RPL and/or credit transfer.

Location / Schedule: All face-to-face sessions will be conducted in Canberra. Location to be determined. Coaching sessions and webinars will be conducted via Zoom. The course is approximately 40 contact hours. It is anticipated that the student will have to dedicate approximately 6 hours per week to complete weekly reading and assessments.

Class	Date/s	Topic	Competencies
	Pre-Start of F2F class	Each student will receive at least one ½ hour coaching session to determine the options for your business based on your skills sets and interests	
1	Sat, Nov 3, 9 am – 5 pm	The Business Mindset; Investigating Business Opportunities; Creating an Exponential Organisation	BSBSMB301 BSBSMB404
2	Sun, Nov 4, 9 am – 5 pm	Bringing Your Business Idea to Life; Business Model Canvas, Establishing Your Massive Transformative Purpose (MTP)	
	Week of Nov 5	Individual ½ hour coaching session: Initial presentation of business proposal	
3	Week of Nov 12	Online webinar (2 hours): Time Management	BSBSMB414
4	Sat, Nov 17, 9 am – 5 pm	Marketing, Digital Marketing	BSBSMB403 BSBSMB413
5	Sun, Nov 18, 9 am – 5 pm		
	Week of Nov 19	Individual ½ hour coaching session	
6	Week of Nov 26	Online webinar (2 hours): Networking; Strategic Alliances	BSBREL401 BSBREL402 BSBSMB409
7	Sat, Dec 1, 9 am – 5 pm	Resource and Regulatory Requirements; Organising finances for the business	BSBSMB401 BSBSMB402
8	Sun, Dec 2, 9 am – 5 pm	Crowdfunding Workshop	
	Week of Dec 3	Individual ½ hour coaching session	
9	TBA	Final Presentations / Pitches	All



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Learning Outcomes

Upon completion of this course, students will be able to:

- consider the major elements of a business idea;
- undertake research to determine viability of the business opportunity;
- research the feasibility of a business opportunity;
- present a business idea in formats suiting a range of stakeholders;
- estimate start-up costs, financial viability and projected cash flow for a micro business;
- select options for resource acquisition, develop procedures and systems for efficient installation, and use and maintain resources;
- source advice and specialist services to manage business compliance requirements relevant to micro-business or self-employment;
- develop and maintain effective work relationships and networks through relationship building and negotiation skills;
- develop a plan for using digital technologies to achieve business goals; and,
- research and develop an integrated time management plan.

Subject Special Requirements: None

Safety and Risk Management Considerations throughout Course:

There will be times throughout the course, including assessments, you will be exposed to private and confidential information about clients, especially business ideas. You are expected to respect the confidentiality throughout the course.

Expectations during the Course

All students are to be involved in classes by asking and answering questions, participating in group discussion and contributing to the sharing of knowledge and understanding within the class. Preparation such as reading and worksheets is to be completed PRIOR to the relevant class. Students unable to attend any class should arrange with a fellow class member to take notes, collect handouts and gather information about preparation or assignments.

Recognition of Prior Learning

Recognition is available to enrolled students who can demonstrate competency in the learning outcomes listed below. Applications for RPL should be made on the appropriate form available from Reception. Applications for RPL are to be lodged with The WISE Academy no later than three (3) weeks after the commencement of the subject. Students should discuss any questions they have regarding RPL with their Trainer or the CEO.

Assessment Overview

You will be required to:

- Involve yourself in all theoretical and practical activity-related learning.
- Come appropriately dressed for the class.
- Preferably to attend at least 80% of the classes to increase your learning experience.

The specific requirements for each assessment are highlighted in each Unit of Competency / Cluster's Learner's Workbook. All documents must be submitted in word-processed format unless otherwise specified.

Competency Based Assessment

All competencies satisfactorily completed

COMP

All competencies not yet satisfactorily completed

NYC

Note: A student who has not achieved 'SATISFACTORY' for **each** of the assessments cannot receive the Certificate IV in New Small Business BSB42615.

More information can be found in our Participants Handbook including:

- Compulsory fees
- Any additional Charges
- Exemptions and concessions
- Refund policy and information

For Government subsidised programs (e.g. Traineeships, ACT Skilled Capital, etc.), please contact our office as this will depend on Eligibility of funding and Employer incentives.

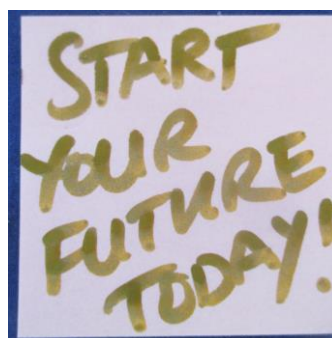
In the case if The WISE Academy closes or ceases to deliver the agreed training and/or assessment, students have the right to:

- complete their studies in another course or with another education provider OR
- receive a refund of their unspent tuition fees

Find out more about our other offerings at
www.wiseacademy.edu.au

Authority

The WISE Academy is responsible for the compliance of training and assessment for this qualification and for the issuance of AQF certification documentation. This document has been approved and issued in accordance with the Quality Assurance Procedures of The WISE Academy.



If you are interested in starting your own business or making your current one better, the Certificate IV in New Small Business is for you!

Money-Back Guarantee if you are unsatisfied with the course. *conditions apply.

*This applies to full-fee paying courses only.