

Domestic Students - 2018

CERTIFICATE IV IN NEW SMALL BUSINESS

Course Code: BSB42615

* This training is delivered with Victorian and Commonwealth Government funding. Individuals with disabilities are encouraged to apply to access government subsidised training.

For further information, please visit our website at:

www.atmc.edu.au

Provider No.22158



**ARE YOU ELIGIBLE FOR
SKILLS FIRST COURSES?***



Campus	Melbourne
Training product status	Current
Duration	480 hours
Delivery mode	Face-to-face
Assessment mode	Combination of written and practical tasks
Fees*	<ul style="list-style-type: none"> \$500 For more information, please refer to 2018 statement of Fees (Victoria) - Skills First Program
Entry requirements	Students must undergo a Pre-Training Review with a Language Literacy & Numeracy (LLN) specialist where their suitability for this course will be determined. The Australian Core Skill Framework (ACSF) entry level for this course is approximately level 3
Possible pathway for further study	Diploma of Business
Possible occupational outcomes	Accounts Clerk, Account Assistant, Office Assistant, Payroll Junior

OTHER FEES AND CHARGES

Enrolment Fee (Non-refundable)	\$100
Material Fee	\$100
Repeat Unit Fee	\$300/unit
RPL Fee per theory unit	\$250/unit
Charge for lost ID Card	\$15
Charge for lost Certificate	\$30
Printing Cost	10 cents/page (B&W) 50 cents/page (colour)
A surcharge for for all credit card payments	3%

Individuals must meet the eligibility criteria to access government funding.

Quality Indicator Surveys

During studies, students may receive surveys. This helps ATMC towards continuously improving our training services and reporting our quality to the regulators. For students who enrol under the Skills First Program, please be advised that you may receive an invitation to participate in an NCVET survey, the Department's Annual Student Outcome Survey, Department endorsed project and/or being contacted by the Department (or persons authorised by the Department) for audit or review purposes.

*Tuition fees and other course related fees are not subject to change once a student has enrolled.

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.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

COURSE CONTENTS/ UNITS OF COMPETENCY

CORE:

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:

BSBEBU401 Review and maintain a website

BSBSMB405 Monitor and manage small business operations

BSBSMB407 Manage a small team

BSBSMB409 Build and maintain relationships with small business stakeholders

BSBSUS401 Implement and monitor environmentally sustainable work practices

PSPGOV407B Provide a quotation



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