



**FIRST CHOICE
COLLEGE**

RTO CODE 31707



BSB42518

Certificate IV in Small Business Management



HIGHER LEVEL SKILLS PROGRAM

FEE INFORMATION

COST

This training is funded under the Queensland Government's Higher Level Skills program for eligible participants. You must be the owner, manager or an employee of a small business to be eligible for funding. A co-contribution fee of \$300 or \$150 concession is payable for this qualification.

For students that are not eligible for funding, the total course price is \$2,190.

Each student will undertake an LLN assessment on enrolment. Your training plan will then be individually tailored to meet your needs and additional support provided accordingly if required.

GET IN TOUCH

Find out how we can tailor your training specifically for you.

Call 07 5689 5060 or email us at info@fcc.edu.au

ENROL NOW WITH FIRST CHOICE COLLEGE

ENROL NOW, START ANYTIME.

First Choice College is offering BSB42518 - Certificate IV in Small Business Management on a start anytime basis.

Face to Face training is available at our Southport Campus at 8 Short Street on Wednesday evenings from 5.30pm - 9.00pm. Resources are also available online to supplement face to face training.

This is a 21 week program, however students have the flexibility to take up to 12 months to complete the qualification

QUALIFICATION OVERVIEW

This comprehensive course will help you build the skills you need to make your small business a success. Get the knowledge that you'll need to set yourself on the path to a viable commercial enterprise.

This nationally recognised qualification is a modern, contemporary look at the Australian business marketplace, and it can be undertaken online with face to face evening workshops where you can network with other business owners and managers and get support from your trainer. Learn everything from business planning, researching the market, financials and marketing.

COURSE STRUCTURE

This qualification comprises 10 units of competency, including 4 core units, and 6 elective units.

First Choice College offers the following units as a guide, however elective units may be chosen to match your individual learning plan where appropriate

Unit Code	Unit Title	Nominal Hours
Core Units		
BSBSMB404	Undertake small business planning	50
BSBSMB415	Refine and strengthen a small business	50
BSBSMB421	Manage small business finances	60
BSBSMB423	Create a digital technology plan for small business	50
Elective Units (6 to be completed)		
BSBCUS402	Address customer needs	50
BSBINN301	Promote innovation in a team environment	40
BSBLDR401	Communicate effectively as a workplace leader	40
BSBSMB401	Establish legal and risk management requirements of small business	60
BSBSMB403	Market the small business	50
BSBSUS401	Implement and monitor environmentally sustainable work practices	40

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CLASS TIMETABLE—February to November 2020

COURSE DAYS	ROUND 1	ROUND 2	UNIT CODES	UNIT TITLES	NOMINAL HOURS	CORE ELECTIVE
WEEK 1						
WEDNESDAY	5-Feb	1-Jul	BSBSMB404	Undertake small business planning	50	C
WEEK 2						
WEDNESDAY	12-Feb	8-Jul	BSBSMB404	Undertake small business planning	50	C
WEEK 3						
WEDNESDAY	19-Feb	15-Jul	BSBSMB415	Refine and strengthen a small business	50	C
WEEK 4						
WEDNESDAY	26-Feb	22-Jul	BSBSMB415	Refine and strengthen a small business	50	C
WEEK 5						
WEDNESDAY	4-Mar	29-Jul	BSBSMB421	Manage small business finances	60	C
WEEK 6						
WEDNESDAY	11-Mar	5-Aug	BSBSMB421	Manage small business finances	60	C
WEEK 7						
WEDNESDAY	18-Mar	12-Aug	BSBSMB421	Manage small business finances	60	C
WEEK 8						
WEDNESDAY	25-Mar	19-Aug	BSBSMB423	Create a digital technology plan for small business	50	C
WEEK 9						
WEDNESDAY	1-Apr	26-Aug	BSBSMB423	Create a digital technology plan for small business	50	C
WEEK 10						
WEDNESDAY	8-Apr	2-Sep	BSBCUS402	Address customer needs	50	E
WEEK 11						
WEDNESDAY	15-Apr	9-Sep	BSBCUS402	Address customer needs	50	E
WEEK 12						
WEDNESDAY	22-Apr	16-Sep	BSBINN301	Promote innovation in a team environment	40	E
WEEK 13						
WEDNESDAY	29-Apr	23-Sep	BSBINN301	Promote innovation in a team environment	40	E
WEEK 14						
WEDNESDAY	6-May	30-Sep	BSBLDR401	Communicate effectively as a workplace leader	40	E
WEEK 15						
WEDNESDAY	13-May	7-Oct	BSBLDR401	Communicate effectively as a workplace leader	40	E
WEEK 16						
WEDNESDAY	20-May	14-Oct	BSBSMB401	Establish legal and risk management requirements of small business	60	E
WEEK 17						
WEDNESDAY	27-May	21-Oct	BSBSMB401	Establish legal and risk management requirements of small business	60	E
WEEK 18						
WEDNESDAY	3-Jun	28-Oct	BSBSMB403	Market the small business	50	E
WEEK 19						
WEDNESDAY	10-June	4-Nov	BSBSMB403	Market the small business	50	E
WEEK 20						
WEDNESDAY	17-June	11-Nov	BSBSUS401	Implement and monitor environmentally sustainable work practices	40	E
WEEK 21						
WEDNESDAY	24-June	19-Nov	BSBSUS401	Implement and monitor environmentally sustainable work practices	40	E