



REALISM
IN TRAINING



TACTICAL

TRAINING AUSTRALIA

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CERTIFICATE IV in SMALL BUSINESS MANAGEMENT

Achieve Your Small Business Ambition

MAKE A DREAM COME TRUE TODAY
Starting your own business - what's been holding you back? No more excuses; this is the course that will do it for you. **Get a sense of personal satisfaction and accomplishment by achieving your goals.** Obtain essential skills and knowledge to **be a successful business owner.** The skills gained from this qualification are essential for anyone planning on starting a new business and will give you the **confidence to take that next step and take control of your life.**

FLEXIBLE STUDY ADVANTAGE
This new easy to do, no fuss course is offered in a **flexible study option.** This means you can start any time with the **option to attend evening workshops** over the duration of the course. You will be required to complete some study between sessions and are provided with all necessary training resources.

DELIVERING THE LATEST TRAINING PACKAGE NOW!

AN OPPORTUNITY FOR THE TAKING - 8 REASONS WHY YOU CAN'T AFFORD TO MISS THIS

Want to make that dream reality? – The CIV Small Business Management will give you essential skills and prove to you that you can do this!

Do you receive resistance from unconvinced peers? This qualification is a **testament to your capabilities.**

Not only does this **Life Changing Experience** give you outstanding skills; motivation to succeed will be yours.

This course is **not only for business owners** – heighten your personal business understanding and show your employer their business is in capable hands with you.

You can **Start Immediately** – this means you do not have to wait; you can start your course straight away with Tactical's flexible study options

You will be **allocated a mentor** – this means you can contact your mentor anytime when you need advice or assistance whether it is for your course or employment advice

Training Materials are Included – no further costs will be incurred purchasing course materials

Get the added benefit of learning and retaining skills using exciting new teaching methods.

You can start today!

Are you a new employee? You may be eligible for a traineeship through your current employer – RING TODAY TO FIND OUT HOW

BSBSMB401A Establish legal and risk management requirements of a small business

This unit describes the performance outcomes, skills and knowledge required to identify and comply with the regulatory, legal, taxation and insurance requirements, and risk management needs of small business. Specific legal requirements apply to the management of a small business.

- Identify and implement business legal requirements
- Comply with legislation, codes and regulatory requirements
- Negotiate and arrange contracts

BSBSMB402A Plan small business finances

This unit describes the performance outcomes, skills and knowledge required to develop a financial plan to support business viability. Specific legal requirements apply to the management of a small business.

- Identify costs, calculate prices and prepare profit statement
- Develop a financial plan
- Acquire finance

BSBSMB403A Market the small business

This unit describes the performance outcomes, skills and knowledge required to develop and implement marketing strategies, and to monitor and improve market performance.

- Develop marketing strategies
- Determine a marketing mix for the business
- Implement marketing strategies
- Monitor and improve marketing performance

BSBSMB404A Undertake small business planning

This unit describes the performance outcomes, skills and knowledge required to research and develop an integrated business plan for achieving business goals and objectives. Specific legal requirements apply to the management of a small business.

- Identify elements of the business plan
- Develop a business plan
- Develop strategies for minimising risks

BSBSMB405A Monitor and manage small business operations

This unit describes the performance outcomes, skills and knowledge required to operate a small business and to implement a business plan. The strategies involve monitoring, managing and reviewing operational procedures. Specific legal requirements apply to the management of a small business.

- Develop operational strategies and procedures
- Implement operational strategies and procedures
- Monitor business performance
- Review business operations

BSBSMB406A Manage small business finances

This unit describes the performance outcomes, skills and knowledge required to implement, monitor and review strategies for the ongoing management of a small business's finances. It also includes day to day financial management of the small business. Specific legal requirements apply to the management of a small business.

- Implement financial plan
- Monitor financial performance

BSBSMB407A Manage a small team

This unit describes the performance outcomes, skills and knowledge required to plan for the management of and to manage staff. It involves industrial relations, staff selection, staff records, induction, training, team development and career planning to enhance business operations through retaining a competent, committed and motivated team in the workplace. Specific legal requirements apply to the management of a small business.

- Develop staffing plan
- Recruit, induct, train and retain the team
- Comply with industrial relations obligations
- Maintain staff records
- Manage staff
- Review team performance

BSBSMB408B Manage personal, family, cultural and business obligations

This unit describes the performance outcomes, skills and knowledge required to examine the impact that personal, family and cultural obligations have on business operations, and to develop and implement strategies to improve business success.

- Identify personal and business commitments/obligations within family, cultural and community contexts
- Develop ethical work practices within family, cultural and community contexts
- Review work practices within family, cultural and community contexts

BSBSMB409A Build and maintain relationships with small business stakeholders

This unit describes the performance outcomes, skills and knowledge required to establish and develop relationships with small business key stakeholders, and roles and responsibilities in the small business.

- Establish and develop communication and appropriate relationships with key stakeholders
- Establish and develop roles and responsibilities in the small business
- Review relationships with key stakeholders

BSBINN301A Promote innovation in a team environment

This unit describes the performance outcomes, skills and knowledge required to be an effective and pro active member of an innovative team.

- Create opportunities to maximise innovation within the team
- Organise and agree effective ways of working
- Support and guide colleagues
- Reflect on how the team is working

DURATION

CIV in Business (Small Business Management) is delivered over a 6 month period and allowing up to 12 months for external students to complete all units and assessments.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL is available for participants who are able to demonstrate competence in any units of this qualification. Participants who have prior skills or experience gained through previous training, work and life experience are encouraged to contact us to discuss their eligibility for RPL.

TUITION FEES

CIV in Business (Small Business Management) Just \$2800

REGISTER TODAY

Invest in your future. Contact Tactical today to get started immediately. Appointments are necessary – please call:

Tactical Training Australia Pty Ltd
(08) 8331 1620

Tactical Training is a MULTI AWARD WINNING Registered Training Organisation receiving a special commendation in 2008 for providing consistent levels of excellence in customer service

