

BSB42615 Certificate IV in New Small Business

Packaging Rules: 4 Core Units PLUS 6 Elective Units

(All may be selected from the elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below, 1 elective unit may be selected from a Certificate III or Diploma qualification from any currently endorsed Training Package or accredited course.)

Core Unit Codes	Core Unit Title	Task Types	Available
BSBSMB401	Establish and comply with legal and risk requirements of small business	Task 1 – Project: Establish Legal and Risk Management Requirements of Small Business Task 2 – Evidence Record	✓
BSBSMB402	Plan small business finances	Task 1 – Project: Plan for Small Business Finances Task 2 – Theory: Financial Decision Making Task 3 – Evidence Record	✓
BSBSMB403	Market the small business	Task 1 – Practical: Prepare the Marketing Plan Task 2 – Evidence Record	✓
BSBSMB404	Undertake small business planning	Task 1 – Project: Develop a Business Plan Task 2 – Theory: Short Answer Questions Task 3 – Evidence Record	✓
Elective Unit Codes	Elective Unit Title	Task Types	Available
BSBADM409	Coordinate business resources	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Coordinate Business Resources Task 3 – Evidence Records	✓
BSBCUS401	Coordinate implementation of customer service strategies	Task 1 – Theory: Coordinating the Initiative Task 2 – Theory: Supporting the Implementation Task 3 – Theory: Evaluating the Implementation Task 4 – Practical: Presentation, Complaints, and Recommendations Task 5 – Evidence Record	✓
BSBCUS402	Address customer needs	Task 1 – Theory: Short Answer Questions Task 2 – Skills Practice: Customer Service Task 3 – Theory: Networks and Relationship Building Task 4 – Evidence Record	✓
BSBFIA402	Report on financial activity	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Exercises Task 3 – Practical: Financial Calculations and Analysis Task 4 – Evidence Record	✓

Qualification Mapping

Elective Unit Codes	Elective Unit Title	Task Types	Available
BSBINN301	Promote innovation in a team environment	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Create Opportunities to Maximise Innovation within the Team Task 3 – Practical: Organise and Agree Effective Ways of Working Task 4 – Practical: Support and Guide Colleagues Task 5 – Practical: Reflect on How the Team Worked Task 6 – Evidence Record	✓
BSBMGT404	Lead and facilitate off-site staff	Task 1 – Practical: Facilitate Off-site Work Outcomes Task 2 – Theoretical: Support Off-site Staff Task 3 – Theoretical: Manage Off-site Staff Performance Task 4 – Theory: Short Answer Questions Task 5 – Evidence Record	✓
BSBREL401	Establish networks	Task 1 – Theory: Short Answer Questions Task 2 – Theory: Network Strategies Task 3 – Theory: Establishing and Maintaining Business Relationships Task 4 – Skills Practice: Presentation Task 5 – Practical: Oral Questions Task 6 – Evidence Record	✓
BSBRES401	Analyse and present research information	Task 1 – Project: Gather, Organise, and Present Information Task 2 – Evidence Record	✓
BSBSMB201	Identify suitability for micro business	Task 1 – Short Answer Questions Task 2 – Practical: Business Opportunities Task 3 – Project: Match for Fit Task 4 – Project: Filling the Gaps Task 5 – Evidence Record	✓
BSBSMB405	Monitor and manage small business operations	Task 1 – Project: Develop Strategies and Procedures to Manage Your Business Task 2 – Practical: Make Adjustments to Strategies and Procedures Task 3 – Theory: Quality Systems Task 4 – Evidence Record	✓
BSBSMB406	Manage small business finances	Task 1 – Practical: Develop Financial Policies and Procedures Task 2 – Project: Conduct Day-to-Day Financial Management Task 3 – Theory: Short Answer Questions Task 4 – Evidence Record	✓
BSBSMB407	Manage a small team	Task 1 – Project: Develop a Staffing Plan Task 2 – Evidence Record	✓

Elective Unit Codes	Elective Unit Title	Task Types	Available
BSBSMB408	Manage personal, family, cultural and business obligations	Task 1 – Practical: Manage Personal, Family, Cultural and Business Obligations Task 2 – Theory: Monitoring and Reviewing Work Practices Task 3 – Advisor / Third Party Evidence Record	✓
BSBSMB409	Build and maintain relationships with small business stakeholders	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Develop Ways of Working and Communicating with Key Stakeholders Task 3 – Evidence Record	✓
BSBSUS401	Implement and monitor environmentally sustainable work practices	Task 1 – Practical: Investigate Current Practices in Relation to Resource Usage Task 2 – Practical: Set Targets for Improvements Task 3 – Practical: Implement Performance Improvement Strategies Task 4 – Practical: Monitor Performance Task 5 – Evidence Record	✓