

Build a better business



Workshop and mentoring

GET STARTED TODAY

1300 40 60 80 | tafeqld.edu.au

RTO 0275 | CRICOS 03020E | TEQSA PRV13003

At a glance

In the age of innovation, change and disruption have become the new constants. To survive you need to know how to compete in a crowded market, innovate to stay front-of-mind with customers, and build a better business. Opt to attend group workshops or one-on-one mentoring, and receive support from one of our business mentors with some additional online learning.

COURSE OUTCOME

BSB42515 Certificate IV in Small Business Management

Course overview

Through the Build a Better Business workshops and mentoring, our team of expert business mentors guide you through critical periods of business development and arm you with the knowledge, skills and confidence you need to clarify your ideas and move into the next stage of business growth.

You will learn how to:

- upgrade your understanding of business finances and be empowered to improve business profitability
- improve, innovate and grow your business
- optimise your business with the latest online business planning
- create a practical, user-friendly business action plan, the must have tool for your business
- develop an innovative digital marketing plan and grow your connection with customers
- create new actionable ideas and grow your small business
- discover your customers in an entirely new way
- find focus with productivity tools and techniques
- reduce your stress by actioning a business improvement audit on your business
- upgrade your mindset and be empowered as a purposeful leader in business

Units

The successful achievement of this qualification requires you to complete all 4 core and 6 elective units from the list below.

Core units

UNIT CODE	UNIT NAME	DELIVERY
BSBSMB406	Manage small business finances	Workshop 4
BSBSMB415	Refine and strengthen a small business	Workshop 1 – 4
BSBSMB413	Design a digital action plan for small business	Workshop 1 – 4
BSBSMB404	Undertake small business planning	Workshop 1 – 4

Elective units

UNIT CODE	UNIT NAME	DELIVERY
BSBCRT501	Originate and develop concepts	Workshop 1 – 4
BSBSMB403	Market the small business	Workshop 2 – 3
BSBSMB418	Manage compliance for small business	Workshop 4
BSBLDR501	Develop and use emotional intelligence	Workshop 2 – 3
BSBSMB414	Time management for small business	Workshop 1 – 4
BSBCUS402	Address customer needs	Workshop 2 – 4

Your attendance across all workshops is recommended.

Ways to study

Choose from two convenient study options.

STUDY MODE	START DATE	DELIVERY	DURATION	COST
GROUP MENTORING SESSIONS	Ongoing	4x 3 hour face-to-face group mentoring workshops	You have 16 weeks from your start-of-study to complete your program	Full Fee*: \$2,390 Higher Level Skills Subsidy*: \$455 Concession*: \$50
ONE-ON-ONE DELIVERY SESSIONS	Ongoing	5x 1.5 hour one-on-one face-to-face	You have 16 weeks from your start-of-study to complete your program	Full Fee*: \$2,390 Higher Level Skills Subsidy*: \$455 Concession*: \$50

Your attendance across all workshops is recommended.

Cost

Full Fee: \$2,390

This is the total cost of the program you need to pay when you enrol if you are not eligible for a subsidy.

Higher Level Skills Subsidy: \$455

You may be eligible for the Queensland Government's Higher Level Skills Subsidy if you:

- are 15 years or older and no longer in school
- reside in Queensland
- are an Australian citizen or New Zealand citizen or permanent resident
- are an owner, manager or employee of a small business in Queensland
- supply an Australian Business Number (ABN) along with supporting evidence
- do not hold or have an existing enrolment in a Certificate IV or higher level qualification

Concession: \$50

To be eligible for the Concession rate you must meet the eligibility criteria for the Queensland Government's Higher Level Skills Subsidy as well as one of the following:

- you are an Aboriginal or Torres Strait Islander
- you hold a current Centrelink Pensioner Concession Card or Health Care Card
- you hold a Department of Veterans' Affairs Pensioner Concession Card

Important Information

Entry requirements

There are no formal entry requirements for this program, however it is recommended that participants have experience in areas of small business management.

Resources required

No specific resources are required to successfully complete this course.

It is recommended that students have access to a reliable internet connection to access TAFE Queensland's online learning system Connect, and a computer with up-to-date software, including Microsoft Office, Adobe Acrobat Reader and Adobe Flash Player. This equipment and software is available for students to use at all TAFE Queensland locations.

Assessment methods

Assessment Item 1: 5x Online Quizzes

Throughout the program you will undertake a total of 5 online quizzes.

Assessment Item 2: Business Action Plan

Over the duration of the program you will assemble a Business Action Plan (BAP). The BAP is completed progressively during each workshop session and will include elements of the units of competency. The BAP is the key outcome of this program and is designed to be a practical business tool that you will create, adapt and continue to build in order to assist you to clarify your key business actions that will assist you to build a better business.

Both Assessment Items are assessable by your Business Mentor.

A note for participants of Group Mentoring Sessions: once you have completed the workshops and associated activities you will be invited to a, 2-hour one-on-one mentoring session. This session offers a great opportunity for you to go over any concepts, activities or elements in your business that you may need further assistance with.

For more information on how we assess [visit tafeqld.edu.au/study-with-us/how-we-assess.html](http://tafeqld.edu.au/study-with-us/how-we-assess.html)

Disclaimer

All information was accurate at time of publication, however TAFE Queensland policies, tuition fees and course content is subject to change without notice.

All enrolled clients are subject to TAFE Queensland's Student Rules and Policies. For more information and to view a copy of our rules and policies, please visit tafeqld.edu.au/about-us/policy-and-governance/policies-and-procedures/student-rules-and-policies/index.html

How to apply

Direct application

Entry to this program is via a direct entry interview process. To arrange your interview or to request more information please call **1300 40 60 80**.

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