



Certificate IV in Small Business Management (BSB40407)

From the Business Services Training Package BSB07

For Switched On Small Business Managers & Supervisors And those going into business

This program is designed to provide a framework to develop your skills and business knowledge and gain a qualification, while you start and/or develop your business.

Course format:	Mixed or Distance mode with personal coaching
Resources:	Your own high quality learner resources CD business tables A lending library of top resources
Fee:	\$4,850.00 or \$485 deposit with our payment plan. (Personal quotes for those attracting skills credits) Ask for details of our convenient payment plan.

An example Certificate IV in Small Business Management includes:

- BSBSMB301A Investigate micro business opportunities
- BSBSMB401A Establish legal and risk management requirements of small business
- BSBSMB402A Plan small business finances
- BSBSMB403A Market the small business
- BSBSMB404A Undertake small business planning
- BSBRES401A Analyse and present research information
- BSBADM409A Coordinate business resources
- BSBFIA402A Report on financial activity
- BSBMKG401B Profile the market
- BSBMKG402B Analyse consumer behavior for specific markets

Recognition of Skills:

Many people have built a wealth of experience and skills in their lifetime. We offer a recognition service for experience that fits the criteria of units for which you would like to gain recognition.

- Contact us for an Application for Recognition of Skills and Experience for units where there is likely to be evidence of current competency.

Equal Access:

Maxwells Services is committed to providing equal access and equity for our applicants, students and trainees.

Training & Learning

Learning is provided through several available methods such as:

- Out of work-hours coaching
- A versatile folder containing all units' learning information
- Meetings and workshops (for mixed-mode students)
- Phone conferencing (for distance students)
- A CD of valuable small business forms and tables
- A lending library of Australian texts, magazines and information eg on franchising, intellectual property and trademarking.

***Assessment**

Clients are assessed by several methods for each unit/group of units. These can include for example a portfolio of work documents/samples, activity reports, projects, involvement in training, observation by your assessor of your work, work projects and interviews by your assessor.

*Students will be required to demonstrate they are currently competent in line with each unit's requirements to achieve each unit.

Your Trainer & Assessor:

Heading our training team is Jenny Hemmings, the manager of Maxwells Services, who is a highly experienced business professional with 30 years in industry starting in customer service, and later, in business management. She has owned and successfully run several businesses and provided coaching for hundred's of small business owners and staff as well as career training and mentoring

Maxwells Services:

Maxwells Services is a Registered Training Organisation providing Training and Assessed Recognition of Skills in QLD, NSW, ACT, VIC and Australian Apprenticeship (Traineeship) Training and Assessment in NSW.

4 Reasons why Maxwells Services is the best training company to go with:

1. We believe that the purpose of formal training assists you develop both professionally and personally to reach your goals
2. We provide very practical and current work-related training and assessment
3. We respond to you and your particular needs promptly
4. We follow through on our agreements with you because *"We really want you to succeed"*

CONTACT US TO DISCUSS THIS FURTHER

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