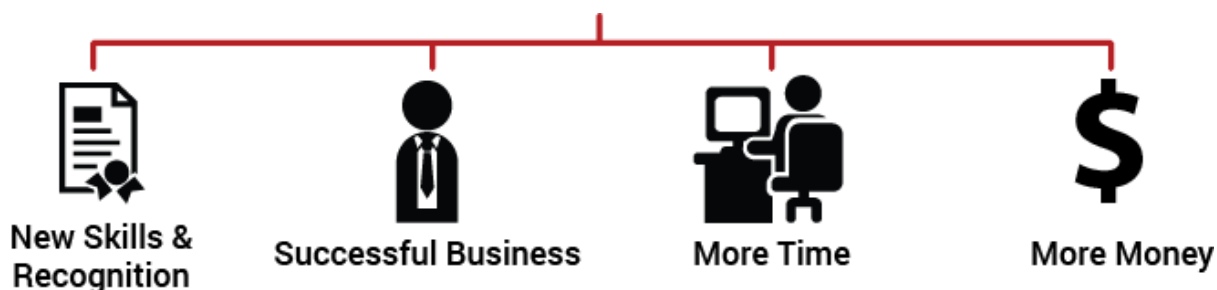


## **Course Essentials and Pre-Enrolment Information** **BSB42618 Certificate IV in New Small Business**


Entrepreneurs, Small Business Owners, Small Business Managers...  
Gain Your Certificate IV in New Small Business Management whilst you establish or develop your Business. Spend 12 months working 'On' your business idea or your business.







Use this qualification to:

- gain new business and management skills
- gain recognition for the skills you already have



Designed for those working or developing their business idea, you can study at your own pace and gain become qualified. With flexibility built in at every stage, you can maintain your work-life balance while building your future and developing your Business.

<b>Qualification Name + Code</b>	<b>BSB42618 Certificate IV in New Small Business</b>
<b>Course Currency</b>	This is the official Certificate IV in New Small Business Management Course.
<b>Certificate Recognized</b> 	Yes. All qualifications offered by Global Training Institute are nationally recognised and align with the Australian Qualifications Framework. Your qualification is therefore valued by employers throughout Australia and often overseas.
<b>Date of Effect:</b>	01/01/2021 – 30/06/2021
<b>Post Nominal</b>	Yes. You will be able to use the letters <b>CertIVNewSmallBus</b> after your name when you complete your course.
<b>Professional Association Membership</b>	Yes. At the end of your course, you will be eligible to apply for membership with the Institute of Managers and Leaders <a href="https://managersandleaders.com.au/">https://managersandleaders.com.au/</a>
<b>Speciality/Cohort</b>	Suitable for: <ul style="list-style-type: none"> <li>• Those developing a New Business</li> <li>• Business Owners</li> <li>• Existing Small Business Managers</li> </ul>
<b>Delivery Method</b>	Flexi Training – Mixture of Online + Phone or skype sessions – day or evening sessions
<b>Covers Enrolments</b>	1 <sup>st</sup> January – 30 June 2021
<b>Start Dates</b>	Flexible. Year Round Start Dates. Means you can start any time. Fast Start & Quick Access to your Course.
<b>Duration of Course</b>	12 months: 44 academic weeks (over 3 trimesters) includes 8 weeks access to your units at the end to ensure you have completed all units. <b>Quicker Completion:</b> Many students complete their course much quicker. Depending upon your previous experience and how much time you can allocate to completing your qualification, will determine when you finish. All the resources and assessments are available to you 24/7, so you can get in and complete as fast as you want.
<b>Course Completion Date</b>	You will have access to your units for 12 months, to complete your course, from your enrolment date
<b>Entry Requirements</b>	<b>Age:</b> 18 Years or over <b>Education:</b> Year 12 pass or <ul style="list-style-type: none"> <li>- Certificate III and 2+ Years relevant Industry Experience or</li> <li>- Proof of skills - Provide a current Resume or 2 Referees to testify to your ability to complete the course</li> </ul> <b>Academic Suitable:</b> <ul style="list-style-type: none"> <li>- Proof of Yr12/Senior Certificate or</li> <li>- an AQF Qualification at Level 4 or above (Certificate 4, Diploma, University Degree) or</li> <li>- Pass a Government approved LLN Test. (You must display competence at or above Exit level 3 in the Australian Core Skills Framework in both numeracy and literacy)</li> </ul> <b>English language:</b> see 'English Requirements' in the footer of the website for more information.

	<b>General:</b> Motivation and a strong reason to complete and gain your qualification
<b>Specific requirements needed to successfully complete the course</b>	<p>Yes.</p> <ol style="list-style-type: none"> <li>1. Business or Business Idea that can be used to develop a business plan, marketing materials and base the 12 months on. This is to be organised by the student.</li> <li>2. Refer Materials/Equipment Needed</li> <li>3. Active (minimum monthly) communication with your Trainer is compulsory.</li> </ol>
<b>Materials/Equipment Needed</b>	Computer, Internet access, Firefox or Chrome (not Internet Explorer). Students are required to have access to the internet and a computer in order to access their materials, and submit assessments online.
<b>Units in the Course</b>	<p>10 Units are required to gain this qualification. Similar units to these need to be completed:</p> <p>BSBSMB401 Establish and comply with legal and risk requirements of small business</p> <p>BSBSMB421 Manage small business finances</p> <p>BSBSMB403 Market the small business</p> <p>BSBSMB404 Undertake small business planning</p> <p>BSBCUS401 Coordinate implementation of customer service strategies</p> <p>BSBINM401 Implement workplace information system</p> <p>BSBADM409 Coordinate business resources</p> <p>BSBMGT403 Implement Continuous Improvement</p> <p>BSBWOR404 Develop Work Priorities</p> <p>BSBHRM405 Support the recruitment, selection and induction of staff</p> <p>Your units may differ depending if you have credits, if you a completing another qualification also at the same time or if you have chosen different electives.</p>
<b>Resources Provided:</b>	<p>You will be provided with all the required materials to complete your training and assessments</p> <p>You will also have access to many additional Business Management, Leadership, Management and Career Success Resources Templates – Great for running a small business. These can really help you to develop your business.</p>
<b>Training Support Services</b>	<p>No additional cost. You will have access to your Trainer/Tutor, Completion Coach and GTI office support staff, phone sessions, unlimited email support.</p> <div style="display: flex; justify-content: space-around; align-items: center;">       </div> <p style="font-size: small; text-align: center;"> <span>Online Access</span>   <span>Tutor</span>   <span>Completion Coach</span>   <span>Unlimited Phone Sessions</span>   <span>Recorded Assessments</span>   <span>Resources</span> </p>
<b>Additional Learner Support Services Available if required</b>	No additional cost. Access to computer programs that will allow you to talk instead of typing. You may also be interviewed through your assessments and then provide the matching evidence.
<b>Location of Training, Sessions &amp; Times</b>	You will arrange your training with your Trainer to suit you both. Training will be usually online plus sessions via phone, skype or similar. You will receive a Training/Completion Plan.

<b>Attendance at training if required</b>	Active (minimum monthly) communication with your Trainer is required. Attendance at any webinars or workshops is not compulsory, however there is great value in attending any that are organised.
<b>Access to Trainer</b>	You will have regular contact (minimum monthly) with your Trainer via phone, email, and if convenient, face-to-face. You will know that they are just a phone call or email away whenever you need them.
<b>Recommended study time per week</b>	4-6 hours per week.
<b>Location of Assessing</b>	Your assessments will be developing a business plan for your business, systems, and procedures to improve your business processes. These will need to be typed (or handwritten and scanned) and submitted into your Online Student Area. It is a very simple process.
<b>Recognition of Prior Learning:</b>	Yes, RPL is available for this course. Same tuition fee applies. You can use your previous experience and workplace documents as part of your assessments. Apply for RPL in the Enrolment form.
<b>Credit Transfer</b>	Yes, if you have completed the exact same unit in another qualification, you will not need to redo this unit. Provide this information along with a copy of your Statement of Results with your Enrolment Form.
<b>Any Work Experience/ Placement Required for completion of qualification:</b>	No
<b>Employment Guaranteed at end of Course</b>	Sorry. GTI is unable to guarantee you any employment or promotions for which you apply.
<b>Student Discounts</b>	Yes. Enrolment in this course will mean that you can register as a student with Student Clubs and receive discounts for food, travel, clothing, computers... Details with your enrolment letter.
<b>Future Study Credits (No of units you won't have to complete)</b>	When you complete this course, you will be able enrol into the next level of qualification and potentially gain credits with us here at GTI:
	<b>Things to Keep in Mind as you Study with us. Your rights and obligations.</b>
<b>Fees</b>	Student Tuition Fees are required for enrolment in this course. Fees can be paid for by you individually or your employer. All fees must be paid before your qualification will be issued.
<b>Government Funding/ Subsidies/ Entitlements Available for this course</b>	<b>NSW Employees and Residents...</b> <b>The NSW Government is heavily subsidising the fees for this course.</b> The course fees may be as low as \$0 - \$1850 under NSW Smart & Skilled. See NSW Smart & Skilled funding webpage for details regarding how this funding works, eligibility, and availability. <a href="http://globaltraining.edu.au/global_training_institute/nsw-smart-skilled/">http://globaltraining.edu.au/global_training_institute/nsw-smart-skilled/</a>
<b>Tuition Fees + Maximum Course Cost</b>	The maximum tuition fee for this course is \$5497 This may be reduced if you have completed the same Unit (code), previously in another qualification – Credit Transfer.

	See Tuition Fee Schedule, located in the website footer, for current student tuition fees
<b>Any additional costs involved:</b>	No
<b>Tax Rebates &amp; Deductibility</b>	Yes. This course is 100% Tax deductible if it relates to your work, or your business may be able to claim this as a tax deduction. Confirm this with your Tax Adviser.
<b>Payment Options – how fees to be paid, when fees to be paid, terms and conditions</b>	Fees can be paid for by Student or Employer <b>Payment Options:</b> <ul style="list-style-type: none"> <li>- Payment Plans (Fortnightly over duration of course)</li> <li>- Private Loan</li> </ul>
<b>Refund Conditions</b>	Details are available in the Student Handbook
<b>Your Rights</b>	For information regarding your learner rights as a student with Global Training Institute, refer to the Student Handbook
<b>Concerns, Queries, Complaints or Appeals about either Global Training or your training provider</b>	Please contact Global Training Institute Follow the procedures listed in the footer on Global Training Institute website and refer to Student Handbook
<b>Course Deferral, Extension or Withdrawal</b>	If as a Student you need to defer, withdraw or extend your course, you will need to apply in writing using the relevant form, which you can find under the student forms at accessible from the GTI website footer. Global Training Institute will then access each application individually and will respond in writing within 5 working days. Full details of the policies regarding these are available in the Student Handbook available in the website footer.
<b>Closure of the Company or ceasing of delivery of course</b>	In the unforeseeable event of Global Training Institute or any third party closing or ceasing to deliver this course, please refer to the Student Handbook for your rights.
<b>Your Obligations</b>	For information regarding your obligations as a student with Global Training Institute, refer to the Student Handbook
<b>To enter and successfully complete this course</b>	Refer to above listed Entry Requirements, material requirements, training and assessment requirements for this course.
<b>USI</b>	You will be required to obtain a Unique Student Identifier Number from the Government prior to enrolling in this course.
<b>Training Provided by</b>	Global Training Institute RTO No 31192.
<b>Assessing Conducted by</b>	Global Training Institute RTO No 31192.
<b>Qualification Issued by</b>	Global Training Institute RTO No 31192.
<b>Quality of Training and Assessment</b>	Global Training Institute is responsible for the quality of the training and assessment for this course in compliance with the Standards for Registered Training Organisations 2015 and for the issuance of the AQF certification documents
<b>Partnership Training or Assessment Arrangements</b>	No partnership arrangements currently exist for this course. Should this change, GTI will notify you.

**Global Training  
Institute Details**

Global Training Institute  
RTO No 31192  
PO Box 377 Palmwoods QLD 4555  
40 Main St Palmwoods  
1800998500. 07 54573334  
[info@globaltraining.edu.au](mailto:info@globaltraining.edu.au)

**Here's what other past students have said about completing their Certificate IV in New Small Business qualification...**

*"The course has given me a greater understanding of business functions and how to improve. I will now be monitoring the finances more closely and more regularly for my husbands business. I now understand how to read a balance sheet."* **Deanne Moore**, Mobbs & Co

*"I now understand financials a lot better. I will now keep better records more details and keep a close eye on sales an more often and record more. Through the training process I have learnt to be thinking ahead, to writer down strategies and to measure success. I now have more confidence in my business decisions based on fact now rather than instinct."* **Helen Gosse**, Computer Corner

We are looking forward to helping you to complete your course and Advance your Career.

**The team at Global Training Institute**

**Your Quickest And Simplest Path To Completion**

