

# CERTIFICATE IV IN NEW SMALL BUSINESS

BSB42618 | RTO: 41178 | PROVIDER CODE: 03459G | CRICOS COURSE CODE: 0101437

Whether you're planning a start-up, or when it's time to scale-up, Lexis Training's Certificate in New Small Business provides the specialized skills you need to turn your business ideas into reality.

The BSB42618 Certificate in New Small Business is designed to take your business to the next level or to help you start your empire. Students will use well-developed skills and a broad knowledge base to solve a range of unpredictable problems, analyse and evaluate information from a variety of sources. Fast track your entrepreneurial success!

## LEARNING OUTCOMES

- ✓ Understand legal and risk management requirements for small business
- ✓ Develop an increased understanding of small to medium business operations
- ✓ Develop business planning skills
- ✓ Implement methods to attract new business while providing quality customer service
- ✓ Prepare business finance documentation such as financial projections, profit margins and cash flow estimates

## INTAKE DATES

**2020:** NOOSA & BYRON BAY | 31 AUG  
SUNSHINE COAST & PERTH | 25 MAY, 23 NOV

**2021:** NOOSA & BYRON BAY & SYDNEY | 29 MAR, 4 OCT  
SUNSHINE COAST & PERTH | 21 JUN

## COURSE DURATION

26 WEEKS

## CAMPUS LOCATION

BYRON BAY, SUNSHINE COAST,  
NOOSA, PERTH, SYDNEY

## PRICE

**\$3,000**

\$250 Enrolment Fee waived

## PAYMENT PLAN

CoE Deposit **\$250**

Week 1 **\$750** → 4 Monthly payments of **\$500**





## COURSE CONTENT

The Certificate IV in New Small Business is completed over a 26 week period and includes 10 units of competency, 4 core units and 6 elective units. Participants are required to complete 20 course contact hours per week, spread over 4 days a week in the afternoon or evening depending on the scheduled timetable for the session.

Participants will have the opportunity to increase their skills in organising tasks, managing workplace information, preparing company financial information, delivering customer service and communicating effectively.

## UNITS OF COMPETENCY

- BSBSMB401** Establish legal and risk management requirements of small business
- BSBSMB403** Market the small business
- BSBSMB404** Undertake small business planning
- BSBSMB421** Manage small business finances
- BSBSMB402** Plan small business finances
- SITXEBS003** Build and launch a small business website
- BSBMKG413** Promote products and services
- BSBMKG414** Undertake marketing activities
- BSBSMB407** Manage a small team
- BSBSMB420** Evaluate and develop small business operations

## ENTRY REQUIREMENTS

- ✓ Completion of an Australian Year 11 Certificate or equivalent &
- ✓ Minimum IELTS overall score of 5.0 with a minimum 5.0 in writing or
- ✓ Evidence of strong intermediate English level\*  
\*LEXIS ONLINE PLACEMENT TEST OR ENGLISH CERTIFICATE

## COURSE DELIVERY

- ✓ 2 days a week **face to face**
- ✓ 1 day **consolidated learning**
- ✓ 1 day **online**

### SUNSHINE COAST, NOOSA & BYRON BAY

Monday & Tuesday - 2:00pm - 7:00pm

### PERTH & SYDNEY

Monday & Tuesday - 4:30pm - 10:00pm

- ✓ Online delivery and consolidated learning requires participants to complete pre-readings, research and review material covered during face to face instruction

**Holidays:** 14 Dec 2020 - 8 Jan 2021 (4 weeks)

**Consolidated weeks:** N/A

**Length of each unit:** 2 -3 weeks

## PACKAGED SPECIALS\*

- ✓ Lexis English + Training =  
**English deposit\*\*+ VET deposit \$250**

\*ENROL FEE WAIVED WHEN PACKAGING LEXIS ENGLISH + LEXIS TRAINING

\*\*ENGLISH DEPOSIT 2 WEEKS TUITION

## COMBINE YOUR COURSES AND SAVE\*\*\*

- ✓ **Book 2 courses** and get the 2nd course **10% off**
- ✓ **Book 3 courses** and get the 3rd course **15% off**
- ✓ **Book 4 courses** and get the 4th course **20% off**

\*\*\*DEDUCTION CALCULATED ON THE FINAL PAYMENT OF FINAL COURSE