



Candidate Information and Application Forms

BSB40407 Certificate IV in Small Business Management

You give this information to the candidate for them to read about the RPL process and to complete the appropriate forms.

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What does it mean to complete the BSB40407 Certificate IV in Small Business Management?

The BSB40407 Certificate IV in Small Business Management reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of small business contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others, and have responsibility for the output of others.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to the BSB40407 Certificate IV in Small Business Management include:

- Small Business Manager.

Tips and hints to help you prepare for recognition

To have skills formally recognised in the national system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s or qualification/s you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

Here are some tips and hints for you:

Be prepared to talk about your job roles and your work history. Bring a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there.

Bring your position description and any performance appraisals you have from any training and assessment centres you have worked in.

Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goal to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?

Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The assessor will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skill level.

Collect any certificates from in-house training or formal training you have done in the past.

You can speak with your training organisation about other ways you can show your skills in the vocational training and education industry. These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents.

To Enrol or enquire go to
www.proskills.com.au



Click on Course List

In the SEARCH box type RPL then select the Qualification you want to Apply for RPL in.

Enrolment Form

ProSkills Training

Course Title	Start Date	End Date	Location	Price/Fee
N21... Diploma of Management (RPL)	31 Aug 2011	30 Sep 2011	458 BRIDGE ROAD, MACKAY, QLD	\$1,500.00
N22... Diploma of Human Resources Management (RPL)	31 Aug 2011	30 Sep 2011	458 BRIDGE ROAD, MACKAY, QLD	\$1,500.00
N23... Certificate IV in Small Business Management (RPL)	31 Aug 2011	30 Sep 2011	458 BRIDGE ROAD, MACKAY, QLD	\$888.00
N24... Certificate III in Business Administration (RPL)	31 Aug 2011	30 Sep 2011	458 BRIDGE ROAD, MACKAY, QLD	\$888.00
N25... Diploma of Business Administration (RPL)	31 Aug 2011	30 Sep 2011	458 BRIDGE ROAD, MACKAY, QLD	\$1,500.00
N27 RPL... Certificate IV in Training and Assessment	31 Aug 2011	25 Jan 2012	458 BRIDGE ROAD, MACKAY, QLD	N/A
N28... Diploma of RPL... Certificate IV in Training and Assessment	19 Aug 2011	31 Oct 2011	RAAF Base, Darwin, NT	\$158.00
N29... Certificate IV in Training and Assessment	19 Aug 2011	21 Oct 2011	RAAF Base, Darwin, NT	\$158.00
N26... RPL... Certificate IV in Training and Assessment	22 Aug 2011	22 Dec 2011	458 BRIDGE ROAD, MACKAY, QLD	N/A
N28... Teachers RPL workshop... Certificate IV in Training and Assessment	28 Aug 2011	31 Aug 2011	Brookvale, Heidelberg, QLD	N/A

Complete the Enrolment form.

When you are completing the Captcha note that this is a single digit number and then a simple word with the first lettered as Capital

Once you have completed all details click on Enrol.

Steps in the RPL process

Step 1 – Provide information of your skills and experience

Complete the attached forms and provide as much information of your previous experience in the training and assessment or VET industry as you can. This is your first opportunity (and not the last) to provide proof of your variety of experience in the industry. Here you can supply examples of your work history which could include:

- brief CV or work history
- certificates/results of assessment
- certificates/results of assessment – interstate/overseas
- certificates/results of assessment – universities
- results/statement of attendance/ certificates – vendor training courses
- results/statement of attendance/ certificates – in house courses
- results/statement of attendance/ certificates – workshops, seminars, symposiums, etc
- (If Defence Personal, RAAF, Army or Navy) Copy of PM Keys showing Course attended, qualifications received, posting and rank promotions.
- industry awards
- membership of relevant professional associations
- learning resources developed (including electronic forms: videos, MP4s, DVDs...)
- minutes of industry network meetings
- quality system documents
- audit reports and documents
- marketing information
- minutes of meetings where leadership and teamwork are evident
- attendance and enrolment forms
- diaries/task sheets/job sheets/log books
- feedback forms and comments
- references/letters from previous employers/supervisors
- hobbies/interests/special skills outside work
- any other documentation that may demonstrate industry experience (list)

You will also need to supply contact details of one or two work referees who can confirm your skills in the industry.

Step 2 – Conversation with Assessor

An assessor will review the information you have provided (usually with you) and begin to match up your skills to the units/subjects in the qualification. At this point, you will have the opportunity to discuss and identify your previous experience with the assessor who will understand your industry experience and conduct a competency conversation with you. You will be required to answer training and assessment related questions to identify your current skills.

Step 3 – Practical demonstration of your skills

The assessor will conduct a practical skills test at your workplace (if appropriate) or at another suitable venue. This, again, is an opportunity to demonstrate your level of competence. This assessment will be focussed on skills that are required in the qualification. Your assessor will identify the skills that he/she will want you to demonstrate.

Further steps

After the assessment, your assessor will give you information about the skills that have been recognised and whether you have gained the full qualification. If you do have skill gaps, these may be addressed through flexible training.

Employability Skills give you a general outline of what is required for the BSB40407 Certificate IV in Small Business Management

The following table contains a summary of the Employability Skills required by industry for the BSB40407 Certificate IV in Small Business Management. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Cost

Administration Cost	\$	100
If applicant enrolls in the 12 units the Administration will not apply.		
Cost of RPL per unit	\$	140
Full Qualification without RPL.....	\$	1,450
Full Qualification with RPL.....	\$	900
Extra cost per unit for any required Gap Training	\$	110
(All training resources are included in the training costs. Gap training is done with E Learning)		

Skilling Solutions Queensland may pay \$500 towards your RPL

Employability Skills for BSB40407 Certificate IV in Small Business Management

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry requirements for The BSB40407 Certificate IV in Small Business Management include
Communication:	<ul style="list-style-type: none">• being appropriately assertive when marketing the business• negotiating effectively• persuading effectively with clients, suppliers, financial backers and other business stakeholders• reading, interpreting and questioning legal, financial, marketing and other business documentation
Teamwork:	<ul style="list-style-type: none">• identifying and utilising the strengths of other team members• providing coaching, mentoring and feedback to members of the team
Problem solving:	<ul style="list-style-type: none">• applying a range of problem solving strategies• seeking information from various sources to determine the cause of the problem• using numeracy skills to calculate costs, prices and cash flow projections
Initiative and enterprise:	<ul style="list-style-type: none">• being creative and entrepreneurial in translating small business ideas into action• developing innovative solutions to small business challenges• identifying small business opportunities not obvious to others
Planning and organising:	<ul style="list-style-type: none">• developing a business plan• developing operational procedures for the small business• identifying performance measures for the small business• planning for contingencies
Self-management:	<ul style="list-style-type: none">• having personal goals and a vision for the small business• taking personal responsibility for the business
Learning:	<ul style="list-style-type: none">• contributing to the learning of team members• seeking assistance and expert advice on financial, legal and/or technical aspects of the business• seeking out and learning new ideas, skills and techniques
Technology:	<ul style="list-style-type: none">• applying business technology for communication, planning, financial management, marketing and operating the business• comparing and purchasing new business technology

**APPLICATION – Self Assessment Questionnaire
BSB40407 Certificate IV in Small Business Management**

Candidate Name: _____ Date Completed: _____

How often do you perform the following?

Unit Code	Unit Title	I have performed these tasks		
		Frequently	Sometimes	Never
Core Units				
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			
Elective Units				
BSBCUS402A	Address customer needs			
BSBINN301A	Promote innovation in a team environment			
BSBPMG510A	Manage projects			
BSBREL402A	Build client relationships and business networks			
BSBRES401A	Analyse and present research information			
BSBSMB405A	Monitor and manage small business operations			

Candidate Signature: _____ Date: _____

Evidence required on how you:**BSBSMB401A – Establish legal and risk management requirements of small business**

- Identify and implement business legal requirements
- Comply with legislation, codes and regulatory requirements
- Negotiate and arrange contracts

BSBSMB402A – Plan small business finances

- Identify costs, calculate prices and prepare profit statement
- Develop a Financial Plan
- Acquire finance

BSBSMB403A – Market the small business

- Develop marketing strategies
- Determine a marketing mix for the business
- Implement marketing strategies
- Monitor and improve marketing performance

BSBSMB404A – Undertake small business planning

- Identify elements of the business plan
- Develop a business plan
- Develop strategies for minimising risks

BSBCUS402A – Address customer needs

- Assist customer to articulate needs
- Satisfy complex customer needs
- Manage networks to ensure customer needs are addressed

BSBINN301A – Promote innovation in a team environment

- Create opportunities to maximise innovation within the team
- Organise and agree effective ways of working
- Support and guide colleagues
- Reflect on how the team is working

BSBPMG510A – Manage projects

- Define project
- Develop project plan
- Administer and monitor project
- Finalise project
- Review project

BSBREL402A – Build client relationships and business networks

- Initiate interpersonal communication with clients
- Establish client relationship management strategies
- Maintain and improve ongoing relationships with clients
- Build and maintain networks

BSBRES401A – Analyse and present research information

- Gather and organise information
- Research and analyse information
- Present information

BSBSMB405A – Monitor and manage small business operations

- Develop Operational Strategies and Procedures
- Implement operational strategies and procedures
- Monitor business performance
- Review business operations

RPL application form

Applicant Details:

1. Occupation you are seeking recognition in		
2 Personal Details		
Surname		
Preferred Title (Mr, Mrs, Ms, Miss)		
First Name/s		
Any other name used		
Home Address		
Postal address if different from above		
Telephone Numbers	Home:	Work:
	Mobile:	Fax:
Date of Birth	/ /	
Gender	MALE / FEMALE	
Age		
Are you a permanent Resident of Australia	YES / NO	
3 Current Employment		
Are you currently employed?	YES / NO	
If yes. Position currently in.		
Employer	
If Yes, in which occupation are you currently employed?		
Who is your current employer?		
4. Armed Forces details (If Applicable)		
Branch of Service		
Trade classification on discharge		

5. Further Training	
Have you undertaken any training courses related to the occupation applied for?	YES / NO
If Yes	
What occupation were you trained in?	
Training completion Date (month, year)	
Country where you trained	
Name of course and institution (if applicable)	
6. Is there any further information you wish to give in support of your application?	
7. Professional Referees (relevant to work situation)	
Name Position Organisation Phone Number Mobile Number Email Address	
Name Position Organisation Phone Number Mobile Number Email Address	
Name Position Organisation Phone Number Mobile Number Email Address	
Name Position Organisation Phone Number Mobile Number Email Address	

Applicant Employment History Form

Name, Address and Phone number of Employers	Period of Employment (DD/MM/YYYY)		Position Held	Full Time Part-time Casual	Description of Major Duties
	From	To			
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Attach additional sheet if required

If you are including documents in your application, please provide a brief description below

Supporting evidence	Tick the items you can provide	Year completed	Office Use Only – assessor to use this section to align documents to specific units of competency and identify key questions for competency conversation
Brief CV or Work History			
Certificates/Results of Assessment			
Certificates/Results of Assessment – interstate/overseas			
Certificates/Results of Assessment – universities Results/Statement of Attendance/ Certificates – vendor training courses			
Results/Statement of Attendance/ Certificates – in house courses			
Results/Statement of Attendance/ Certificates – workshops, seminars, symposiums, etc			
Results/Statements of Attendance/ Certificates – club courses e.g. first aid, Surf Life Saving			
Industry awards			
Membership of relevant professional associations			

Our Mission:

- 1. We add value to someone everyday**
- 2. Everyday we will smile**

To enquire for a course with ProSkills Pty Ltd
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