



Course Information – Domestic Students

Qualification Code and Title	BSB42618 Certificate IV in New Small Business
Provider	Stanford College Australia RTO Code: 40514
Course Overview	This qualification is suitable for those establishing a small business who use well developed skills and a broad knowledge base to solve a 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. The latest release of the qualification and packaging rules can be found at the following link: https://training.gov.au/Training/Details/BSB42618
Target Group	Stanford College Australia welcomes all students who meet our entry requirements. Typically, you are a student who is: <ul style="list-style-type: none"> • Seeking to establish a small business • Seeking to enter a new industry sector • Seeking a pathway to higher-level qualifications.
Entry Requirements	Stanford College Australia has the following entry requirements: Students must: <ul style="list-style-type: none"> • Be at least 18 years of age and have completed Year 12 or equivalent. • Participate in a course entry interview to determine suitability for the course and student needs. • Have sufficient language, literacy and numeracy (LLN) skills, for example, to read materials relevant to the course, participate in discussions and roleplays and apply numerical concepts such as time management. This will be tested through a LLN assessment as part of enrolment process. Students will need to achieve ACSF level 3 for reading, writing, numeracy and oral communication to enter the course. This will be tested through the course entry process and an online assessment, for which you will be sent a link.
Course Duration	This qualification will be delivered over 49 weeks, including 40 weeks of training and assessment spread over 4 terms of 10 weeks and 9 weeks of holidays. Holidays are 3 weeks between each term. Class sessions are planned to ensure that students have a mixture of practical and theoretical components and those classes cater for a wide variety of learning styles. Additionally, workplace practices and environments are simulated and used to conduct skills based assessments in accordance with unit requirements. The timing for this course will be advised in the Letter of Offer.
Delivery mode and location	This course will be delivered face-to-face in a classroom-based setting which includes the simulation of workplace based environment.

	<p>The course is delivered at:</p> <ul style="list-style-type: none"> Level 7, 190 Queen Street, Melbourne, VIC 3000 																														
Career Outcomes	<p>Students who complete this course may be able to establish their own business.</p>																														
Education Pathways	<p>Students who complete this course may wish to further their study into the a range of business services qualifications or higher education qualifications.</p>																														
Course Structure	<p>The BSB42618 Certificate IV in New Small Business requires the successful completion of four (4) core and eight (8) elective units. Electives for this qualification have been chosen by Stanford College Australia to ensure that students achieve a broad range of skills and knowledge required for setting up a new small business.</p> <p>Units included in this qualification are:</p> <table border="1" data-bbox="411 734 1423 1451"> <tr> <td>BSBSMB401</td> <td>Establish legal and risk management requirements of small business</td> <td>Core</td> </tr> <tr> <td>BSBSMB403</td> <td>Market the small business</td> <td>Core</td> </tr> <tr> <td>BSBSMB404</td> <td>Undertake small business planning</td> <td>Core</td> </tr> <tr> <td>BSBSMB421</td> <td>Manage small business finances</td> <td>Core</td> </tr> <tr> <td>BSBCUS402</td> <td>Address customer needs</td> <td>Elective</td> </tr> <tr> <td>BSBSMB407</td> <td>Manage a small team</td> <td>Elective</td> </tr> <tr> <td>BSBSUS401</td> <td>Implement and monitor environmentally sustainable work practices</td> <td>Elective</td> </tr> <tr> <td>BSBSMB409</td> <td>Build and maintain relationships with small business stakeholders</td> <td>Elective</td> </tr> <tr> <td>BSBREL401</td> <td>Establish networks</td> <td>Elective</td> </tr> <tr> <td>BSBINN301</td> <td>Promote innovation in a team environment</td> <td>Elective</td> </tr> </table>	BSBSMB401	Establish legal and risk management requirements of small business	Core	BSBSMB403	Market the small business	Core	BSBSMB404	Undertake small business planning	Core	BSBSMB421	Manage small business finances	Core	BSBCUS402	Address customer needs	Elective	BSBSMB407	Manage a small team	Elective	BSBSUS401	Implement and monitor environmentally sustainable work practices	Elective	BSBSMB409	Build and maintain relationships with small business stakeholders	Elective	BSBREL401	Establish networks	Elective	BSBINN301	Promote innovation in a team environment	Elective
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Enrolment and Orientation	<p>Upon acceptance of a student's application for enrolment, a letter of offer, as well as a written agreement and tax invoice for remaining fees, will be forwarded to students. Students must read through all provided information as it will provide all necessary information about the course of study. A Confirmation of Enrolment (CoE) letter will be issued once the signed acceptance of the offer and written agreement are received.</p> <p>The first day of each course will include orientation and induction. Orientation will include information about the campus, accessing our support services and methods for achieving success throughout the course.</p> <p>This course outline should be read in conjunction with Stanford College Australia Domestic Student Handbook. This can be found online at www.stanford.edu.au</p>																														
Additional Support	<p>All students will be provided with a range of learning support options and resources to help them achieve competency. This includes:</p> <ul style="list-style-type: none"> Academic and personal support. Referral to external support services. 																														

Training Arrangements	Students are required to attend classes for 20 hours a week and complete approximately 5 hours of homework per week. Homework will include reading and general research for assessments. Timetable information will be provided in the student’s Letter of Offer and Written Agreement. Students may commence this course at the start of any unit.						
Assessment Arrangements	<p>Assessment methods used for this qualification will provide a range of ways for individuals to demonstrate that they have met the required outcomes including:</p> <ul style="list-style-type: none"> • Projects • Presentations • Report writing • Observations • Questioning (oral or written) <p>At the beginning of each unit, trainers will outline the assessment tasks that must be completed.</p>						
Course Costs:	<p>The costs for this course are as follows:</p> <p>Enrolment fee: \$250 (non-refundable to be paid on application)</p> <p>Course fees: Total cost is AUD \$10,750</p> <p>Non-Tuition fees: May apply and can be found in our Student Handbook.</p> <p>A detailed payment plan and payment arrangements are provided in the Letter of Offer and Written Agreement. Stanford College Australia protects fees in advance by only collecting \$1500 or less at one time. Course fees do not include computer software or textbooks, which are to be purchased at the student’s own cost. Non-payment of course fees may result in cancellation of enrolment.</p> <table border="1" data-bbox="411 1153 1396 1344"> <thead> <tr> <th data-bbox="419 1160 834 1216">Name of Publication</th> <th data-bbox="842 1160 1082 1216">Cost</th> <th data-bbox="1090 1160 1388 1216">Publisher</th> </tr> </thead> <tbody> <tr> <td data-bbox="419 1227 834 1332"><i>Small Business Management</i> 19th Edition, Petty</td> <td data-bbox="842 1227 1082 1332">Check the publisher’s web site for current pricing</td> <td data-bbox="1090 1227 1388 1332">Cengage Learning www.cengage.com.au</td> </tr> </tbody> </table> <p>These textbooks may be purchased by students through Cengage Learning or any other bookshops or online providers that offer this publication.</p> <p>Students must also supply their own laptop with Microsoft Office software e.g. Office 365 Personal that includes Outlook, Word, Excel, PowerPoint & Publisher.</p>	Name of Publication	Cost	Publisher	<i>Small Business Management</i> 19 th Edition, Petty	Check the publisher’s web site for current pricing	Cengage Learning www.cengage.com.au
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Course Credit	<p>Students may apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning) as per the information included in our International Student Handbook, which is available at www.stanford.edu.au</p> <p>For international students, the granting of course credit may affect course fees as well as the duration of the course.</p> <p>The result of an application for credit and any changes to fees or course duration will be advised to students in writing.</p> <p>For any questions about course credit, contact us at the details shown below.</p>						
Selection and enrolment procedures	<p>To enroll for this course an enrolment form must be completed. which can be emailed or posted to students or downloaded from our website. The enrolment form should be completed and then sent to us along with all of the required documentation.</p> <p>For more information about our selection and enrolment processes, contact us at the details</p>						

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	shown below.
Contact Details	Call our office on 03 9670 8893 or email us at contact@stanford.edu.au