

## BSBSS00104 Small Business Management Skill Set

### Course summary

**Qualification/Unit code and title:** BSBSS00104 Small Business Management Skill Set

**Purpose:** This skill set addresses the skills and knowledge to manage a small business for a range of purposes required within a small business context.

**Duration:** 2 months

**Location:** Virtual class (Microsoft Teams)

**Trainer/Assessor name:** Kirrilea Disher

**Funding type:** Self-Employment Assistance - fully funded initiative of the Australian Government

**Entry requirements:** There are no entry requirements for this qualification/course

**Fees:** No Fees apply to this training program

**Delivery type:** Blended learning pathway including virtual classroom workshops every Wednesday for up to 5hrs via Microsoft Teams and self-paced learning tasks relevant to own small business.

#### Assessment:

**Assessment 1** includes written short answer questions and research activities for gathering information to assess your knowledge. **Assessment 2** is focused on scenarios, business study tasks and project activities. **Assessment 3** is the assessment of your completed business plan and relevant financial reporting details.

You are required to complete and submit each one via email to [assessments@mypathway.com.au](mailto:assessments@mypathway.com.au) for marking, and these must be submitted within 14 days of you attending the workshop.

Code	Unit and description	
BSBESB401	Research and develop business plans	(Core)
BSBESB403	Plan finances for new business ventures	(Core)
BSBESB405	Manage compliance for small business	(Core)
BSBESB407	Manage finances for new business ventures	(Core)

On successful completion all 4 units of competency, you will be issued a 'Statement of Attainment' listing the successful unit outcomes.

**Pathway:** Units from this skill set can contribute to credit towards BSB40320 Certificate IV in Entrepreneurship and New Business.

#### My Pathway contact details:

Phone: 1800 308 838

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Website: [mypathway.com.au](http://mypathway.com.au)