Course Information:
BSB40320 Certificate IV in Entrepreneurship and New Business

Nationally Recognised Code & Title

BSB40320 Certificate IV in Entrepreneurship and New Business

Course Summary

This course is designed to provide candidates with the skills and knowledge to establish business networks, establish legal and risk management requirements in small business, address customer needs, plan small business finance, report financial activity, market small business, undertake small business planning, undertake project work, and monitor and manage small business operations.

Course Fee

$4750 per candidate.

Course Duration

Online: approximately 1 year

Course Delivery Mode
Online.

Course Pre-Requisites
Nil.

Student Requirements

- Basic Language, literacy and numeracy skills in English (LLN)
- Victorian Student Number (VSN) - Victoria only:

    VSNs are issued to all students enrolled in Victorian schools and to students enrolled at a TAFE or in an accredited course with an RTO. For a copy of your VSN please contact your current school 0r call 1800 822 635.

- Unique Student Identifier (USI) – Australia wide:

    A USI is a reference number made up of numbers and letters. It creates a secure online record of your nationally recognised training that you can access anytime and

anywhere, and it's yours for life. To receive a Statement of Attainment when completing your course, you will need to give us a copy your USI number. Creating a USI is free. To obtain this USI if you don't already have one please follow the link below: http://www.usi.gov.au

- Mac OSX v10.5 or higher (Mac OSX v10.6 recommended)
- 1 Ghz or faster processer (2GHz recommended)
- Computing: You will need access to a computer with Webcam and the internet and have basic computing skills.
Minimum specifications for your computer are:

All users:

  o Google Chrome windows browser is a must
  o Microsoft Office 2010 or equivalent
  o Broadband internet connection
  o 2GB of RAM
  o CD-ROM or DVD drive
  o Adobe Reader XI or equivalent
  o Adobe Flash Player 10 or higher.
  o Access to printer and associated software
  o Access to scanner and associated software
  o Digital imaging software
  o File compression software. Windows
     users:
     Microsoft Windows 7 or higher
     (Windows 8 recommended)
  o 1 Ghz or faster processor (2GHz recommended) Mac OS users:

     o Equipment: You will need access to a digital video recording device and/or a digital camera and associated software to save and upload video, audio and image files to OpenSpace. Many mobile phones and smart phones include this technology. You will also need access to software to view online videos and images. Software such as Adobe Reader, Windows Media Player, Windows Photo Viewer etc are available as a download from the internet. Some assessments include a component for students to record a video. The requirements for these videos vary, depending on the assessment. If you are unable to conduct these in the workplace, if this is a requirement of the assessment, you have the option of engaging with friends, family and other students to record this via other means, such as Skype.

Student Support

Our support staff is available to students and potential students who require support.

Topics Included

The course covers:

- Develop and maintain business networks.
- Establish and maintain business relationships.
- Promote the relationship.
- Identify and implement business legal documents.
- Comply with legislation codes and regulatory requirements.
- Negotiate and arrange contracts.
- Advise on customer service needs.
- Support implementation of customer service strategies.
- Evaluate and report on customer service.
- Assist customers to articulate needs.
- Satisfy customers' complex needs.
- Manage networks to ensure customer needs are addressed.
- Identify costs, calculate prices and prepare profit statement.
- Develop a financial plan.
- Acquire finance.
- Compile financial information and data.
- Prepare statutory requirement reports.
- Provide financial business recommendations.
- Develop marketing strategies.
- Determine a marketing mix for the business.
- Implement marketing strategies.
- Monitor and improve marketing performance.
- Identify elements of the business plan.
- Develop a business plan.

- Develop strategies for minimizing risks.
- Define project.
- Develop project plan.
- Administer and monitor project.
- Finalise project.
- Review project.
- Develop operational strategies and procedures
- Implement operational strategies and procedures.
- Monitor business performance.
- Maintain networks.
- Review business operations.

Enrolment

Please visit https://elearning.ezetrainingcourses.com to create a user account and select your course to begin the enrolment process.

Alternatively, candidates may complete an enrolment form and send it in for manual processing.

About EZE Training

Eze Training is a boutique Registered Training Organisation (RTO) that has grown out of the vision to bring a love for self-expression and combined it with an entrepreneurial spirit. Our point of difference is that we are grounded in the industry, and we can compete on the "big stage" while giving a personalized experience to our customers.

This means if you are an individual who wants training or an employer who wants to up-skill your staff then we will give you a dedicated Learner Coordinator who will be your one point of contact to assist you in the journey from enrollment to graduation and on to the next stage of your career. Our RTO number is 6590.

Extension, Withdrawal and Refund Policies

All our courses require a non-refundable minimum deposit to secure your spot.
Eze Training complies with Australian Consumer Law in regard to refunds. We are not required to provide a refund if you change your mind about the course that you have chosen to enrol into. Please see our Student Handbook for additional information on our Terms and Conditions.

To place a refund request, please email our head office at info@ezetraining.com.au with the subject "Refund Request". Please include the details of your person, the course you purchased and the reasoning for your refund. Please include any further details or attachments that further aid your refund request.
Whilst course fees are non-refundable, the decision of assessing the extenuating circumstances and refund requests rests with the CEO and management and shall be assessed on a case-by-case basis with their decision being final.

If you are having difficulties completing your course or attending on the allocated training day, you can transfer your course to another date or request and extension – This must be done within two weeks of your face-to-face training for those attending practical sessions or before your expiration date with online courses. Please be sure to read through your course's information regarding expirations and due dates.
To place an extension request, please email our head office at info@ezetraining.com.au with the subject "Extension Request" and to request a change of date, please email our head office at info@ezetraining.com.au with the subject "Change of Date Request". Please include all details or attachments that further aid any of your requests.

More information

For further information on our courses, please use the following contact details:

Landline Phone: 1300 552 044

Email: info@ezetraining.com.au

Website: www.ezetraining.edu.au