Dear Participant,

Thank you for your interest in enrolling in our Certificate IV in Small Business Management Program, delivered as part of the Certificate 3 Guarantee Program.

Our program has been designed specifically for those who are Small Business Owners, who work as managers in a small business, or are employees of a small business.

By completing this program you will:

- Gain a Nationally Recognised Qualification - Certificate IV in Small Business Management
- Meet with your trainer for an introductory one on one meeting
- Attend a series of 5 workshops to run once a fortnight.
- Be provided with 3 sessions of one on one mentoring
- Complete relevant tasks that are based on improving and developing your business
- Gain valuable skills and knowledge that will enhance your ability to work in a business environment
- Benefit from networking opportunities with other small business owners and employees participating in the program

Please find attached our course information, enrolment forms, and payment details.

As numbers are limited, it is important that you submit your application forms as soon as possible.

Please complete the following forms, and return them to me at terri@ballinger.edu.au

I look forward to working with you,

Regards,

Terri Carr
Director
CERTIFICATE IV IN SMALL BUSINESS MANAGEMENT

When you are establishing, and growing your own small business, it is important that you gain skills and knowledge that will specifically help you reach your business goals.

The Certificate IV in Small Business Management is particularly helpful for anyone trying to develop their small business plan. During the program, you will also learn about sales and marketing, profit generation, customer care, communication, small business accounts and how to identify and achieve KPIs.

What units will I cover in the course?

- 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
- BSBSMB405A Monitor and Manage Small Business Operations
- BSBSMB408B Monitor and Manage Small Business Operations
- BSBMKG413A Promote products and services
- BSBMKG414B Undertake marketing activities
- BSBREL402A Build client relationships and business networks

How is the course delivered?

We have designed this course to make sure each student is well supported throughout, with one on one mentoring included as part of the program. Participants will attend 5 workshops, complete self-paced learning, and also have one on one mentoring meetings with your trainer.

When does the course start?

Workshops will be held once a fortnight.
There are 5 workshops to attend.
Please email terri@ballinger.edu.au for a timetable
On enrolment and payment of fees, you will be contacted by your trainer to set an initial meeting date.
How is the course assessed?

The course is assessed in the following ways:
1. Workbook activities.
2. Practical assessments (Related specifically to your own business)

At each workshop your trainer will work through your workbooks and tasks with you, as well as teaching you the skills and knowledge to compete the practical tasks. Additional support completing tasks is offered during mentoring sessions.

Your trainer will be available any additional support you might need, and can also be contacted via email and phone.

What is the cost?

Students contribute to the cost of their training through a student contribution fee. Ballinger Training’s fees for the Certificate IV in Small Business Management are:

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Fees are payable on enrolment. These fees are non-refundable once the program commences.

Am I eligible for this funding?

To be eligible for this funding,
- a student must not hold or be currently undertaking a certificate level IV or higher qualification.
- They must be 15 years of age or older.
- have finished secondary school or left school
- and be an Australian citizen or permanent resident residing in Queensland.
- a Small Business Owner, or a Manager, or employee of a Small Business

Prospective students are only eligible for one subsidized training place for a certificate level IV qualification.
STUDENT ENROLMENT FORM

Certificate IV in Small Business Management – Certificate 3 Guarantee Program

- I am a small business owner
- I am a small business manager
- I am a small business employee
- I am a small business employee
- I not hold/ am NOT currently undertaking a certificate level IV or higher qualification.
- I am 15 years of age or older,
- have finished secondary school or left school
- I am an Australian citizen or permanent resident residing in Queensland.

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Website

Business Name

Contact details:

What is your current job role?

Do you have any previous qualifications? Please list

Give a brief description of your reasons for choosing this course?

Would you like additional support with any special needs (literacy, numeracy, physical)? This information is confidential and is only used as a means to provide the best support possible to suit your individual needs.

- PLEASE PROVIDE A COPY OF PHOTO ID: e.g. Driver’s license,
- PLEASE PROVIDE A COPY OF HEALTH CARE CARD: (if applicable)

I have read and understand the Ballinger Training and Consultancy Pre-enrolment Handbook: (Available at www.ballinger.edu.au)

Print name:

Sign:

Date

# please find attached invoice with payment details.
IMPORTANT INFORMATION ABOUT YOUR QUALIFICATION

Dear Student,

All qualifications completed after January 1st 2015 will require each student to have their own USI (Unique Student Identifier).

The USI scheme is free. The USI Office does not charge a fee for individuals creating their USI and maintaining their USI account, which will bring together their records of nationally recognised training completed after 1 January 2015.

Individuals can create their USI for free by themselves. It is a quick and easy process and will only take a few minutes of your time.

NOTE: you will need at least one form of ID from the list below ready:

- Driver's Licence
- Medicare Card (this includes a current family Medicare card where your name is included)
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian) *please note a Birth Certificate extract is not sufficient
- Certificate Of Registration By Descent
- Citizenship Certificate
- ImmiCard

IMPORTANT: The details you enter when you create your USI must match exactly with those shown on the form of ID used.

Please follow this link and create your own USI.

CREATE MY USI

Email your USI to me at terri@ballinger.edu.au, or add it to your enrolment form.

REMEMBER, FROM JAN 1ST 2015, I CANNOT ISSUE YOU WITH YOUR CERTIFICATE OR STATEMENT OF RESULTS WITHOUT THIS USI.

Regards,

Terri Carr, Director.