



**Community College Northern Inland Inc.**

**RTO: 90027**



**BSB42618 Certificate IV in New Small Business  
Information Pack**





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### History of Community College-Northern Inland Inc.

Community College Northern Inland Inc., started out as Barraba Community Learning Association Inc., which was formed in 1981 after a public meeting in Barraba. People recognised that Adult and Community Education could fill an educational void in rural communities for adults. Since 1981 the College has grown with branches in Narrabri (1994) and Inverell (1996) and Wialda (2003) and Moree and Gunnedah (2007) and Bingara (2011). We now enrol over 2,500 students each year in a variety of programs, that include; both vocational qualifications and leisure and hobby courses.

The college structure is as follows:

Head Office is located in Barraba

Each campus has a coordinator that will be happy to answer any of your questions relating to this qualification.

Training campuses are located in the following locations:

Barraba Campus	92 Queen St Barraba NSW 2347	Phone: 02 6782 1662
Email:	<a href="mailto:barrabacoord@communitycollegeni.nsw.edu.au">barrabacoord@communitycollegeni.nsw.edu.au</a>	
Bingara Campus	6 Riddell St Bingara NSW 2404	Phone: 02 6724 1965
Email:	<a href="mailto:bingara@communitycollegeni.nsw.edu.au">bingara@communitycollegeni.nsw.edu.au</a>	
Gunnedah Campus	39 Chandos St Gunnedah NSW 2380	Phone: 02 6742 5630
Email:	<a href="mailto:gunnedah@communitycollegeni.nsw.edu.au">gunnedah@communitycollegeni.nsw.edu.au</a>	
Inverell Campus	42-44 Campbell St Inverell NSW 2360	Phone: 02 6721 3656
Email:	<a href="mailto:inverell@communitycollegeni.nsw.edu.au">inverell@communitycollegeni.nsw.edu.au</a>	
Moree Campus	53 Greenbah Rd Moree NSW 2400	Phone: 02 6751 1430
Email:	<a href="mailto:moree@communitycollegeni.nsw.edu.au">moree@communitycollegeni.nsw.edu.au</a>	
Narrabri Campus	Shop 3 100 Maitland St Narrabri NSW 2390	Phone: 02 6792 6196
Email: Certificate	<a href="mailto:narrabri@communitycollegeni.nsw.edu.au">narrabri@communitycollegeni.nsw.edu.au</a>	
Wialda Campus	The Heritage Centre	Phone: 02 6729 1487
	36 Hope St Wialda NSW 2402	
Email:	<a href="mailto:wialda@communitycollegeni.nsw.edu.au">wialda@communitycollegeni.nsw.edu.au</a>	



## **Overview of BSB42618 Certificate IV in New Small Business**

This qualification is suitable for those establishing a small business who use well developed skills and broad knowledge base to solve a range of unpredictable problems, and analyse and evaluate information from variety of sources. They may provide leadership and guidance to others and have responsibility for the output of others.

A BSB42618 Certificate IV in New Small Business employment pathways:

- Small business operator
- Business Developer

## **Entry Requirements**

All students will be required to provide a Unique Student Identifier number (USI) which will be validated by the College. Qualification and/or Statements of Attainment cannot be issued without the USI number.

Outlined are the pre-requisites for student enrolment:

- Age eligibility will be course specific (check course requirements)
- A student must have an adequate command of English
- A student is required to provide a current email address for contact and communication
- Some courses may have nominated units of competency as pre-requisites

## **The Specific Course requirements:**

There are no formal prerequisites or entry requirements however students will require LLN skills to meet industry documentation requirements.

## 1. Course Outline

Based on information available from [www.training.gov.au](http://www.training.gov.au) the following packaging rules apply for completion of this qualification:

<b>Total Number of Units</b>	10
<b>Number of Core Units</b>	4
<b>Number of Elective Units</b>	6
<b>Link to Packaging Rules</b>	<a href="https://training.gov.au/Training/Details/BSB42618">https://training.gov.au/Training/Details/BSB42618</a>
<b>Other notes (imported units, levels of units, etc)</b>	No imported units

### 1.1 Units of Competency

Consistent with the qualification packaging rules, the units listed below will be delivered for this qualification. The code and title of each unit is provided as well as an indication of core, elective (*Elec*), pre-requisite (*Pre*)/co-requisite (*Co*) and licensing requirements

Code	Title	Core	Elec	Pre	Co	Lic
<b>BSBSMB401</b>	Establish legal and risk management requirements of small business	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BSBSMB403</b>	Market the small business	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BSBSMB404</b>	Undertake small business planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BSBSMB421</b>	Manage small business finances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BSBEBU401</b>	Review and maintain a website	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BSBREL402</b>	Build client relationships and business networks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BSBSMB201</b>	Identify suitability for micro business	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BSBSMB301</b>	Investigate micro business opportunities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BSBSMB420</b>	Evaluate and develop small business operations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BSBSMB423</b>	Create a digital technology plan for small business	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



This qualification is available in the following ways:

- ☒ Classes at the College
- ☐ As a traineeship:
  - Full or part time employment
  - School based
- ☐ As part of school studies:
  - NESA – Year 11 towards HSC
- ☐ Employment-based training and/or assessment.

### 2. Course Delivery

- ☒ Face-to-face training sessions
- ☐ Online (research for projects and assignments)
- ☐ Correspondence
- ☒ Written knowledge assessments
- ☐ Research projects
- ☐ on-the-job (10 hours work placement)
- ☒ Combination (face to face, online and directed self-paced learning)

This qualification can be delivered via:

- ☒ 3 day/s per fortnight, or
- ☒ 2 evenings per week from 6pm-9pm during school terms, or
- ☐ On-line with scheduled compulsory work shops
- ☐ And/or a combination of all of the above.

### 3. Time Frame

This qualification could be completed within 6 months but has a recommended completion timeframe of 1 year.

### 4. Work Placement

This qualification currently has no formal requirement for work placement. However CCNI INC, recommends students undertake work placement to provide the practical skills to the theory.

### 5. Course Completion

The qualification will be issued upon a successful “competent” outcome for every unit required. This cannot be completed until work placement evidence is received. If a student does not complete the required units they may be eligible for a Statement of Attainment.



### 6. Course Resources

All Community College-Northern Inland Inc. students will be provided with the following as part of the course fee:

- Learner guides relating to the qualification
- Access to college computers (these must be booked through the campus coordinator)
- Additional handouts relating to the current unit (these can include power point etc)

### 7. Credit Transfer

Students who have already successfully completed, or have a Statement of Attainment for single units achieved that relate to this qualification, will have credit transfer/s applied to this qualification. A certified copy of your Statement of Attainment and/or Transcript of units completed will be required as evidence. Students will be required to complete an Application for Credit Transfer form on enrolment.

### 8. Recognition of Prior Learning

Students that have completed internal or external training may be able to have these skills acknowledged through recognition of prior learning. This request should take place at time of enrolment to enable completion of an RPL Application form and receive the RPL Self-Assessment pack.

### 9. Fee Information

CCNI Inc. operates predominantly as a fee for service training business. This means that all training programs attract fees. These fees are paid by the client/student or a government agency, not for profit agent or the client employer.

This program can be charged as a fee for service or may be funded under Smart and Skilled.

**The fee for service price for the qualification can be obtained from Head office:**

**Phone:** 02 6782 1662

**Email:** [info@communitycollegenin.nsw.edu.au](mailto:info@communitycollegenin.nsw.edu.au)



### **10. Smart and Skilled Funding**

Smart and Skilled is a reform of the NSW Vocational Education and Training (VET) system. It is helping people in NSW get the skills they need to find a job and advance their careers.

Smart and Skilled provides eligible student with:

- an entitlement to government-subsidised training up to and including Certificate III
- Government funding for higher-level courses (Certificate IV and above) in targeted priority areas.

For more information please refer to the website at:

<https://smartandskilled.nsw.gov.au>

#### **10.1 Smart and Skilled Eligibility**

To be eligible, you must be;

- 15 years old or over
- No longer at school
- Living or working in NSW
- An Australian citizen, Australian permanent resident, humanitarian visa holder or New Zealand citizen

**If you answered 'Yes' to all four (4), then you're eligible to enrol in a government-subsidised course with an approved Smart and Skilled training provider.**

Your eligibility for a government-subsidised Smart and Skilled course no longer depends on your previous qualifications:

From 2016, all students, regardless of the level of any previous qualifications held, are able to access subsidised Smart and Skilled training up to a Certificate III level. This means that even if you have a higher level qualification you may still be eligible to re-train to enter (or re-enter) the workforce.

You can also enrol in subsidised training at Certificate IV, Diploma or Advanced Diploma level, depending on the availability of funding for these courses.

**Previous qualifications do not affect eligibility, but may affect the student fee.**

#### **Other eligibility conditions:**

Your eligibility is not affected if you have completed a vocational education and training (VET) course, including a school-based apprenticeship or traineeship, as part of your high school education.

There are also some exceptions to the eligibility conditions described above, such as for Aboriginal people who live in specific, defined areas outside the NSW border.





### **10.2 Smart and Skilled Course Fees**

The fee for this course is regulated by the State Government and each student's fee is calculated on their personal circumstances.

### **11. Payment of Course Fees**

Course fees are due prior to course commencement. For courses costing more than \$1500, a deposit to the maximum of \$1500 only will be accepted, once the course has started then the remaining course fee will be invoiced or can be paid.

CCNI acknowledges some course fees are significant and a payment plan can be set up or other arrangement can be made, with a \$500 deposit upfront to confirm/secure a place in the course and to ensure no student is disadvantaged or discriminated against. The payment plan can be flexible to fit in with when you are paid – weekly, fortnightly or monthly via Ezidebit or invoice/direct deposit. If there are any issues during the repayment period contact staff at your campus immediately.

If fees are to be paid by an employer/agency, a purchase order number, business name, address and email is required at the time of enrolment of the student for invoicing to be completed and sent for payment prior to the course.

If the student has outstanding payments at the completion of the course, they will not be entitled to enrol in another course and the Certificate or Statement of Attainment will be held by CCNI until the debt is paid in full.

### **12. Course Refund Policy**

CCNI Inc. protects fees paid in advance and has a fair and reasonable refund policy. All fees paid in advance are protected via sequestered funds held in term deposits to ensure sufficient funds are always available for refund. CCNI Inc. operates predominately as a 'fee for service' training business. This means all training programs attract fees. These fees are paid by, or charged to, the client/student, a government agency or the client/student employer.

An application for a refund is addressed according to the notice given by the person making the request:

- Upon commencement of the course, it is understood and agreed there is no entitlement to any refund of the tuition fees or other charges paid to CCNI Inc. under the Contract and all outstanding payments will be fully paid by the client/student no later than the specified dates.
- No refunds will be available after the course commences.
- If CCNI or a third party delivering the training and assessment on its behalf closes, cancels a course, or ceases to deliver a class, it will refund the full fee.
- A \$50 administration fee will be incurred if a student cancels their enrolment five (5) business days prior to the course running.



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- If there are unique or extenuation circumstances which prevent attendance, the case will be assessed on an individual basis with approval from the Executive Officer.
- When a course has been paid for by an employer/job agency, the refund will be returned to the payer or a credit note can be issued depending on the business requirements.
- If a student withdraws from a Certificate course, a student refund/withdrawal form must be completed. Partial refund may occur depending on the length of the course, number of subjects completed, resources used the fees received. The final decision will be made in consultation with the Executive Officer.
- A deferment of face-to-face training sessions is possible provided course fees owing at the time are paid in full. Any deferment must be applied for in writing, prior to commencement of the deferment. The granting of the deferment is not automatic and is at the discretion of the CCNI Inc. If approved, the deferment needs to be fulfilled within twelve (12) months from enrolment.
- The student should note the deferment is for face-to-face classes only. The assessment delivery schedule is still expected to be completed within the original twelve (12) month schedule.
- Refunds in special circumstances will be considered on a case by case basis at the total discretion of CCNI Inc.
- CCNI Inc. may at its discretion, refund some or all course fees where it determines there are extenuating or compassionate circumstances. Where an incorrect eligibility assessment is made, and course fees have been received by CCNI Inc., a full refund will be issued.

CCNI Inc. reserves the right to amend these Terms and Conditions at any time to ensure compliance with applicable State and Federal laws.

<https://www.communitycollegenin.nsw.edu.au/>

### 13. Student Support Services

Students can access a range of support at Community College Northern Inland Inc. to assist with personal and study related issues including counselling, study skills and careers advice. Students may be required to provide suitable evidence of the nature and extent of their disability so that the appropriate support provisions may be negotiated.

### 14. Code of Practice

As an RTO, Community College Northern Inland Inc. (CCNI INC.) has agreed to operate within the Standards for NVR Registered Training Organisations and undertakes the ASQA self-assessment against these standards annually. Please refer to the student handbook for further information.



### **15. Assessment Appeals**

Any student can appeal against an academic decision or other procedural matters regarding assessment. Appeals will be accepted up to 14 days from the date an assessment result was received by the student. All appeal outcomes, including reasons for the decision will be communicated to the student in writing. Please refer to the Student Handbook for further information.

### **16. Student Complaints/Compliments/Suggestions**

CCNI Inc. aims to:

- develop a culture which views student complaints as an opportunity to improve the organisation;
- ensure any student complaint is resolved promptly, objectively, with sensitivity and with complete confidentiality;
- set in place a complaints handling system to prevent complaints recurring;
- ensure consistency when handling complaints

To give feedback, talk to a staff member and also please ask for the Complaints, Compliments and Suggestions form or download it from our website at:

<https://www.communitycollegeninsw.edu.au/>

A complaint can be defined as a student's expression of dissatisfaction with an aspect of CCNI INC.'s services. A complaint may be a student expressing dissatisfaction with, amongst other things:

- the enrolment or induction process;
- the quality of training or assessment provided;
- access to their personal records;
- the way they were treated

Please refer to the Student handbook for further information on the steps in the process.



## **17. Frequently asked Questions**

### **What do course fees cover?**

Course fees cover tuition, materials (learning guides and handouts) use of amenities and work placement assessment.

### **Do I have to pay my course fee at once?**

No, you can pay a deposit and then regular payments through the college direct debit process. The campus coordinator will provide you with the Ezi-debit agreement.

### **Do I need to attend all scheduled classes?**

It is recommended that you attend all face to face sessions, and/or programmed workshops to ensure you are receiving opportunities to gain interaction with fellow students. These sessions may include guest speakers from your relevant industry.

### **Why is self-directed learning included in the course?**

Self-directed learning is included to allow you to develop additional learning strategies; this may include internet research, projects and time management skills. These skills form part of the employability skills required for your industry.

## **18. What you need to do next**

Once you have decided if this qualification is for you; the following steps are required:

- Attend the college campus of your choice and complete the enrolment form to apply for a place in the class

You will need the following prior to course commencement:

- ☒ Resource folder and plastic sleeves
- ☒ A4 booklet for class notes, pens etc.