

TAFE QUEENSLAND

FEE FREE

BUILD A BETTER BUSINESS

COURSE GUIDE

**MENTORING BY
INDUSTRY SPECIALISTS**

**GAIN THE SKILLS TO
GROW YOUR BUSINESS**

**STAY COMPETITIVE IN A
CHANGING ECONOMY**

**Small Business
Solutions**



**Queensland
Government**

**MAKE
GREAT
HAPPEN**



Ideal for small business owners, start-up leaders and entrepreneurs looking to build their business management skills and knowledge.



Analyse your business needs with an Industry Specialist Mentor



Create a tailored Business and Financial Plan unique to your business



Participate in collaborative workshops to grow your network and build your skills



Discover new marketing techniques to stay competitive and profitable

Level up your business

TAFE Queensland's Small Business Solutions program is dedicated to helping you design and implement the big ideas you have for your business.

Delivered through a series of workshops and one-on-one mentoring, we work with you to figure out the ideal solution for your business. Designed specifically for aspiring entrepreneurs and small business owners, this accelerated program will allow you to gain a Certificate IV in Entrepreneurship and New Business (BSB40320) in 16 weeks.

During your studies, you will be guided by an experienced mentor from the business community who will work with you to develop a business plan specifically tailored to grow your business.



**Make new connections
with industry experts
and network with other
small business owners.**



What you will learn

Develop a range of fundamental skills specific to running a small business under the expert guidance of successful business mentors.



Learn new management skills to get the best out of your staff.



Business and financial planning to manage costs and improve cash flow and profit.



Innovations to stay competitive in a dynamic market.



Strengthen your understanding of customer needs specific to your business.



Learn techniques to manage stress, improve your wellbeing and productivity.



Develop and implement a tailored business plan.



Digital marketing channels and strategies to grow your customer base.

Delivery

This program is an accelerated delivery model, teaching you everything you need to know to grow your business within 16 weeks.

Two convenient study options to choose from:



Collaborative workshops

- Join a series of three (3) hands-on workshops that offer real business assistance and practical business training.
- Get tips on how to improve your growth and profitability through practical and fun exercises and interactive discussions.
- Three (3) individual mentoring sessions (1 hour) to assist with learning and implementation.
- Online learning, support and networking opportunities.



Mentoring program

- Six (6) 1.5 hour individual mentoring sessions. These short, sharp, focused blocks of dedicated time with your mentor can be online or face-to-face.
- Acting as a business coach, your mentor will take the time to carefully analyse what your business needs to grow.
- Guided by your mentor, you will have the opportunity to develop a tailored plan to grow your business.
- Online learning, support and networking opportunities.



Meet our mentors

tafeqld.edu.au/businessmentors



**Our mentors will work with
your schedule and can meet
online or face-to-face.**



Certificate IV in Entrepreneurship and New Business

BSB40320

Like your business, we want to make sure that you are getting the best return for your investment. We offer you the opportunity to receive a nationally-recognised accreditation upon completion of the combined workshops and mentoring programs.

You are required to complete all core and six elective units listed below to receive your qualification.

CODE	UNIT NAME	TYPE
BSBESB402	Establish legal and risk management requirements of new business ventures	Core
BSBESB301	Investigate business opportunities	Elective
BSBPEF401	Manage personal health and wellbeing	Elective
BSBESB404	Market new business ventures	Core
BSBMKG431	Assess marketing opportunities	Elective
BSBOPS404	Implement customer service strategies	Elective
BSBTEC403	Apply digital solutions to work processes	Elective
BSBESB302	Develop and present business proposals	Elective
BSBESB401	Research and develop business plans	Core
BSBESB403	Plan finances for new business ventures	Core

Need to know

Entry requirements

You are required to have a minimum of 12 months experience owning and or managing a business and will be subject to a selection criteria ensuring that you have a suitable background and experience to participate in this program. Contact us on **1300 780 368** to book your free consultation.

Resources required

No specific resources are required to successfully complete this course. It is recommended that you have a reliable internet connection to access TAFE Queensland's online learning system Connect, and a computer with up-to-date software, including Microsoft Office, Adobe Acrobat Reader and Adobe Flash Player. This equipment and software is available for use at any TAFE Queensland location.

**SEIZE YOUR
OPPORTUNITY
FEE-FREE TAFE**

This course is eligible under Fee-Free TAFE.

Quality training for less

If you're eligible for Fee-Free TAFE funding, some or all of your course costs will be covered by the Australian and Queensland Governments. Because they're footing the bill, you only have to pay what's left, which could be nothing at all. Although you're paying less, the total cost of the course is the same, and you still receive the same quality of training and education. And with less course fees, you'll be able to focus on your studies, rather than your finances.

**Scan the QR code
to book your free
consultation**



FEE

FREE



Contact us

📞 **1300 780 368**

💻 **business.tafeqld.edu.au**

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