



BSATMC019

**Business Management
Course**

Overview

INTRODUCTION TO THE BUSINESS MANAGEMENT COURSE BSATMC019

This Business Management Course has been developed in conjunction with the Queensland Building Services Authority (BSA) to meet the business management requirements for a trade contractor licence.

Experienced industry trainers and assessors are available to support each participant throughout the course and assessment process.

To add value to your time completing the Business Management Course, IBE has identified topics covered in this course that are also topics covered in national qualifications such as the Certificate IV Building & Construction (BCG40106) and the Certificate IV in Business Frontline Management (BSB40807). This means that you can easily obtain credits into the other qualifications if desired.

TARGET AUDIENCE

Trade Contractors requiring a BSA Licence

COURSE DURATION

The Business Management Course is delivered over two days and these two days will usually be on a Friday and Saturday to ensure your time away from work is minimal.

COURSE CONTENT

The course is designed around the following topics:

1. Business Planning & Business Structures
2. Financial Planning /Management
3. Communication & Marketing (Personality styles, Communication activities & Marketing yourself)
4. Contracts
5. Estimating
6. Cash flow & budgeting
7. Accounting & bookkeeping
8. Taxation requirements
9. Health & Safety

ASSESSMENT STRATEGY

It is a requirement that all candidates complete an assessment to ensure that you have acquired the necessary business skills & knowledge to practice in the building industry.

This assessment will be in three parts & each part must be completed and submitted as evidence of competence.

Part A – Participation in the 2 day workshops & completion of the workshop practical activities

Part B – Completion of a Practical Project/task

Part C – Questions & Answers

COURSE FEES

A fee of \$120 per participant is required to complete the course and assessment and be awarded a Certificate of Attainment.

COURSE AWARD

On completion of this course and the associated assessment you will be awarded a 'Certificate of Attainment' from the Institute of Business Excellence. This can then be presented to the QBSA as part of your licence application