

**SUBMISSION  
TO THE  
SENATE EMPLOYMENT,  
WORKPLACE RELATIONS  
AND  
EDUCATION REFERENCES COMMITTEE**

**Inquiry into  
Small Business Employment Matters**

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# **THE SMALL BUSINESS TRAINING CENTRE**

## **Part 1**

### **INTRODUCTION**

The Small Business Training Centre at Adelaide Institute of TAFE is a non-profit, educational and training organization for the technical and vocational education sector. The role of the Small Business Training Centre is to provide client-centred, quality, leading edge training programs for small and medium enterprises through flexible delivery to meet the diverse needs of small business owner/managers and those planning to establish or operate a small business. Our aim is to empower small and medium enterprises to become viable, efficient and economic units in a market economy that will enhance the lifestyles of the owner/managers and their families and contribute to the welfare of their community and their national economy.

The Small Business suite of courses consists of:

- The Certificate III in Small Business Administration
- The Certificate IV in Small Business Management
- The Diploma in Small Business Management

These courses are Nationally Accredited; competency based and consists of 52 modules that allow small business to choose one or more to meet the needs of their business. Assessment if required is based on the business or business idea. Customised training for specific business needs is a specialty of the Small Business Training Centre.

The courses are supported by training materials that allow the modules to be delivered in flexible or distance education format.

A video series covering interviews, simulations and case studies highlighting the principles of small business management also support the courses.

The core modules have also been converted for on-line delivery.

Trainer's guides and student management system complete the training package.

All of our courses are practical, up-to-date and totally relevant to managing a business in today's dynamic environment. The Certificate III, IV and Diploma in Small Business Management are used throughout Australia.

All materials are currently being adapted for the new National Small Business Training Package.

As well as offering a complete service to support the teaching of these courses in Small Business Management, The Centre specialises in the delivery of Small Business Management by distance education – this also includes On-Line Internet support.

## **STAFF**

The Small Business Training Centre employs a highly skilled team of professional educators and experienced trainers with a wide range of management and small business experience. Our specialist staff have experience in operating small businesses, in consulting to small business's, in preparing business plans and mentoring small business owner/managers.

## **INTERNATIONAL EXPERIENCE**

Staff from the centre have conducted training in or for the following countries:

- Peoples Republic of China
- Russia
- Kazakhstan
- Latvia
- Poland
- Estonia
- Ukraine
- Lithuania
- Solomon Islands
- Indonesia
- Australia
- Samoa
- Papua New Guinea

## **PROJECT WORK**

As well, the staff have been responsible for the following projects:

- Creation of an On-Line Small Business Management Course

- Writing of Curriculum for the Federal Government Small Business Employment Creation Scheme (NEIS)
- Customisation for specific Industry eg Printing, Pharmacy, Elders (Aust), Laubman and Pank
- Conducting Small Business Training courses for the UN via the UNEVOC program
- Writing and producing a Small Business Counsellors course for APEC
- Creation of the Certificate III, IV and Diploma in Small Business

## **AWARDS**

In 1999 the Small Business Training Centre won an 'Award of Excellence' for 'Distance Education Materials' from the Commonwealth of Learning.

The Small Business Training Centre has been appointed the Australian Institute accredited for Small Business Counselling by APEC.

## **SUMMARY**

The Small Business Training Centre is an experienced professional organization capable of supporting all Small Business Training needs in today's global environment.

## **Part 2**

### **Response to Terms of Reference**

Term of reference: The special needs of Small Business

The special needs and circumstances of small business, and the key factors that have an effect on the capacity of small business to employ more people.

- Personal observations of the Small Business sector and willingness to employ
  - Small business owners V entrepreneurs
  - Employees = problems
- The Small Business Training Centre – Adelaide Institute of TAFE
  - 18 years of specialised Small Business training
  - The training approaches we have tried
  - Fundamental rules for training Small Business
  - Observations of the TAFE Sector and Small Business Training in Australia.
  - Unique position of SBTC to make such a observation
  - The ANTA submission
  - The new SB Training Package.

## **Part 3**

Measures that would enhance the capacity of small business to employ more people.

In respect to Small Business training the following would assist this area.

- Provide funds for RTO's (including TAFE) to provide pre-registration training for industry.

Training must be:

- Industry customised
  - Flexible
  - Accessible
  - Subsidised
  - Current
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- Use free to air TV on current issues with option of further follow up training delivered in a flexible manner.
  - Target growth sectors of SB with training opportunities.

