

SMALL BUSINESS OPERATIONS (LEVEL II)

INFORMATION SHEET

ABOUT SBO II

Small Business Operations II is a professionally designed training program that provides trainees with practical and relevant skills to successfully operate and grow small businesses in Samoa.

The course content and training materials have been meticulously developed by industry professionals from both New Zealand and Samoa, ensuring they are tailored to the unique needs of the Samoan workplace. These materials are continuously updated to reflect the latest legislation, practices and market trends, providing participants with the most current applicable knowledge.

Samoa Business Hub has been delivering this program since 2019, with a track of 200+ graduates to date. The training is conducted by SBH-certified trainers, who possess a blend of business expertise and tertiary qualifications. Additionally, the course is enriched by visiting professionals in specialist fields, who provide valuable insights and enhance overall learning experience.

By completing this course, participants not only gain industry-recognized certification but also acquire the confidence and tools to manage their businesses effectively, contributing to Samoa's growing economy.

Recognition of Current Competencies

- The RCC applies to any trainee applying to our course.
- RCC considers any prior formal learning, non-formal learning as well as informal learning gained through work, social, family or leisure activities and experiences.
- All trainees applying for RCC are mandatory to submit evidence required for assessing their previous learning experiences

TRAINEE PROFILE

This program is suitable for;



Employees working in small to medium enterprises (SMEs) who wish to strengthen their business and operational skills.



Start-ups and small business owners seeking formal training in small business operations.



Individuals planning to start a business and looking to build strong foundational business skills



Applicants must;

1. Be at least 16 years of age at the time of enrolment
2. Have a minimum of two (2) years of work experience
3. Meet the minimum English language literacy requirements for the program.
4. Satisfy all SBH admission and approval requirements

TIMETABLE

Program Duration:

January – June or July – December (6 months), including holiday breaks

Class Schedule:

Evenings, 5:00 PM – 8:00 PM
Monday to Friday
Location: SBH Conference Rm, Sogi

Learning Hours:

- 195 hours of classroom-based learning with SBH trainers
- 455 hours of workplace-based learning, including self-directed study and practical application of business skills

CONTACT

To enroll or request further information contact;
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**COURSE FEE: \$990.00 inclusive
of course materials**