



# BLUEDOG TRAINING

## Course Information Booklet

# BSBESB402

Establish legal and risk management requirements of new business ventures



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### Disclaimer

This Student Course Information contains information that is correct at the time of printing. Changes to legislation, government programs and/or [Blue Dog Training](#) policies may impact on the currency of information included. [Blue Dog Training](#) reserves the right to vary and update information without notice. You are advised to seek any changed information and/or updates from your trainer or by contacting [Blue Dog Training](#).

This document has been prepared as a resource to assist students to understand their obligations and also those of [Blue Dog Training](#). Please carefully read through the information contained in this document. In addition to this document all students need to read, understand, be familiar with, and follow the policies and procedures outlined in the [Blue Dog Training](#) Student Handbook.



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## Introduction

### QBCC Managerial Course

Ready to take your business to the next level? Our course equips you with essential skills and knowledge to navigate and comply with business regulations confidently. Ideal for new or small business owners, this course teaches you how to interpret legislation, develop effective procedures, and ensure your business operations run smoothly.

### Blue Dog Training Model

Balance your studies with your work, family and social commitments with our flexible training model. You work through the course at your own pace by downloading an assessment workbook directly from our website; with a trainer available to support you every step of the way. The training you will undertake for this course is nationally accredited training.

### What to Expect

This unit describes the skills and knowledge required to identify and comply with legal and risk management requirements of the business or new business venture, including negotiating, creating and planning for legal contracts used within the business, where required. Please take time to read the information in this document and the Blue Dog Training [Student Handbook](#), as it is very important you select the right course for you.

## QBCC License Eligibility

The Queensland Building and Construction Commission (QBCC) is the licensing authority for the building and construction industry in Queensland. The QBCC has clear requirements regarding when you need a licence and the criteria to be eligible to hold a licence. Blue Dog Training can assist you to obtain the **managerial qualification** requirement for a QBCC Trade Contractor or Nominee Supervisor licence. Once complete, you can use your statement of attainment as evidence for the managerial qualification requirement when applying to QBCC.

LICENCE CLASS	MANAGERIAL REQUIREMENT
Trade Contractor / Nominee Supervisor	BSBESB402 Establish legal and risk management requirements of new business ventures (QBCC Managerial Course)

Before you enrol in this unit of competency, you will need to contact QBCC for specific information about the licence you require and the criteria you must meet.

- Phone 139 333 or visit <http://www.qbcc.qld.gov.au/licences>
- Please note, builder licensing varies across States and Territories and additional requirements may apply.

## Course Details

### Course Duration

The enrolment period for this short course is 6 weeks. However, it is expected to be completed within 4 weeks.

### Training & Assessment

The learning and assessment materials are separated into segments, as follows:

1. Identify legal and risk management requirements relating to business
2. Implement procedures and processes to comply with legislative and regulatory requirements
3. Negotiate and arrange contracts
4. Mitigate business risks

The course is designed to be completed sequentially. You will receive a learner resource designed to support your learning and knowledge development to complete specific tasks including:

- ✓ Knowledge Based Questions
- ✓ An Assessment Workbook
- ✓ A verbal discussion

Throughout the program, you will also be required to dedicate time for self-paced study of industry, government, specialist, and departmental websites to gain awareness of the skills and knowledge needed to comply with all business regulations.

To successfully complete this course, you must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including:

- Establish legal and risk management requirements for at least one business or new business venture, and implement procedures for meeting them
- Create at least one contract with a supplier of goods or services to business or new business venture
- Identify, assess and treat at least three different risks specific to business or new business venture and prioritise risks with highest probability of occurrence and greatest negative impact.

You will have a maximum of **three (3) submission attempts** to successfully complete the assessment activities for this course. If you are not deemed competent after the third attempt, you will be required to re-enrol in the program.

**NOTE:** This unit of competency may also be used as a general elective for the qualification, CPC40120 Certificate IV in Building and Construction.



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## Resources

Resources you will require for the course include:

- ✓ Computer, printer and Internet access
- ✓ Microsoft Office Word and Adobe Acrobat Reader (current version)
- ✓ Recording Device (e.g. mobile device)

## Useful Links

- Australian National Building Codes: <https://ncc.abcb.gov.au/ncc-online/NCC>
- Adobe Acrobat Reader: <https://get.adobe.com/reader/>

## Training Costs

The cost of your course will depend on whether your training and assessment is being subsidised by the Construction Skills Queensland (CSQ) Initiative or if you are undertaking the course on a Fee-for-service basis. If eligible, CSQ will contribute \$400 towards the cost of your course.

Please find the total costs associated with each funding category below.

<b>FEE-FOR-SERVICE</b>	<b>CSQ FUNDING</b>
\$460	\$50 administration fee

The relevant fee must be paid in full upon enrolment.



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## Construction Skills Queensland Initiative

**Construction Skills Queensland (CSQ)** is an independent, not-for-profit, industry-funded body supporting employers, workers, apprentices, trainees and career seekers in the Building and Construction industry. The CSQ Initiative is targeted at existing workers in the Building and Construction industry in Queensland.

To be eligible for industry subsidised training, you will need to meet the eligibility criteria as determined by CSQ.

What this means for you:

- ✓ If you are currently employed in the Building and Construction industry in Queensland, **OR** if your most recent employment was in this sector, you may be eligible for course subsidies through CSQ.
- ✓ Please note that places for CSQ Funding are limited and available on a 'first come, first served' basis.

### Participant Eligibility

To qualify for CSQ Funding, you must meet the following eligibility requirements:

- a) Have the right to work in Australia
- b) Are an Eligible Worker or Unemployed Eligible Worker in the Building and Construction industry in Queensland

\*Specific conditions and exclusions are in place and are detailed in the CSQ Funding Eligibility Checklist provided below.

Definitions for terms used throughout this program can be found on the [CSQ website](#).

### CSQ Funding Eligibility Checklist

To determine if you are eligible for CSQ funding for our **Short Courses**, click on the following link: [Participant Eligibility](#)





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## How Do I Enrol?

### 1. Apply Online

To apply for the course, you will need to complete the online application form which is available on our [website](#).

Before proceeding, ensure you read the Blue Dog Training [Student Handbook](#). This Student Handbook provides information about the training services, procedures and policies of Blue Dog Training. As part of the enrolment process, you will be asked to agree to abide by these policies and procedures.

### 2. Provide Supporting Documents

You will need to provide documentation to verify your identity and right to work in Australia. If you are applying for CSQ funding, additional documents will be required to substantiate your eligibility.

### 3. Payment

Course payment can be made via Direct Deposit or Credit Card.

### 4. Receive Enrolment Details

Once your application is processed and payment is received, you will be sent an email containing your login details. You will then be contacted by your trainer within 1-3 business days.

### 5. Training & Assessment

Under fee-for-service arrangements, you can begin your course at any time throughout the year.

Under the Construction Skills Queensland (CSQ) funding program, your enrolment and course completion must occur within the current funding period. This may result in a shorter course duration depending on your enrolment date. All these details will be clearly explained to you prior to the acceptance of your enrolment.

### 6. Issuance

Upon successful completion of your course, Blue Dog Training will issue your statement of attainment.

*\*Further details regarding the full enrolment process is available on the online enrolment application form.*



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## Staff Contact Details

For further information, please contact our staff below.

COURSE ADMINISTRATOR	
<b>Phone:</b>	(07) 3331 6003
<b>Email:</b>	<a href="mailto:building@bluedogtraining.com.au">building@bluedogtraining.com.au</a>
<b>Availability:</b>	Monday to Friday: 7:30am to 5:00pm

<b>Trainer/Assessor:</b>	Peter Mulholland
<b>Phone:</b>	0477 020 921
<b>Email:</b>	<a href="mailto:building@bluedogtraining.com.au">building@bluedogtraining.com.au</a>
<b>Availability:</b>	Monday to Friday: 8:30am to 5:30pm