

Small Business Management Course for Trade Contractors

Student Course Information



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

Introduction

Thank you for expressing an interest in the *Small Business Management Course for Trade Contractors*, which comprises the unit of competency - *BSBSMB401 - Establish legal and risk management requirements of small business*.

The training you will undertake for this course is nationally accredited. On successful completion of the course, a Statement of Attainment will be issued to you through Blue Dog Training.

Completion of the course will allow you to apply for a Queensland Building and Construction Commission (QBCC) Trade Contractor Licence or Nominee Supervisor Licence.

For more information, contact the Queensland Building and Construction Commission on 13 93 33 or by navigating to <http://www.qbcc.qld.gov.au/>

This unit of competency may also be used as an elective unit in the qualification *CPC40110 - Certificate IV in Building and Construction (Building)*.

Please take time to read the information in this document as it is very important you select the right course for you.

Course Details

The Blue Dog Training flexible on-line course allows you to fit your study into your work, family and social commitments. You work through the course at your own pace, downloading the workbook and other resources from our website. A trainer is available to support you every step of the way. The program is designed to progress the learner through competency performances. The learning and assessment materials are separated into segments, addressing the following;

- ✓ Program introduction
- ✓ Business Plan
- ✓ Business Structure, Registration, Records, Staff
- ✓ Risk Management
- ✓ Work Contracts, Pricing, Warranties and Variations
- ✓ Financials
- ✓ Tax liabilities
- ✓ Workplace Health and Safety, PCBU and Standards
- ✓ Project
- ✓ Assessment Conversation with a Blue Dog Training Assessor

These are designed to be completed sequentially and you are required to access Learner Resource videos designed to support your learning and knowledge development and complete specific tasks.

You are also required to dedicate time to undertake self-paced study of industry, government, specialist and departmental websites to obtain a broad awareness of the skills and knowledge required to identify and comply with all regulations affecting the running and management of a business.

Suggested websites include but are not limited to:

- ✓ Australian Tax Office
- ✓ Australian Government (Information and Services)
- ✓ Chamber of Commerce and Industry (State and National)



- ✓ Queensland Government (for business and industry) and other State and Territory government website
- ✓ Work Cover and Workers Compensation (National and individual State and Territory websites)
- ✓ Workplace Health and Safety (National and individual State and Territory websites)

At completion of the learning segments, there is a final project that you will download, complete and return to Blue Dog Training for assessment. This project includes:

- ✓ creating a Safe Work Method Statement (SWMS)
- ✓ a business budget and
- ✓ completing Business Activity Statements (BAS).

This will help you understand how to create credibility with clients and keep your ideas fresh and relevant within the construction industry, no matter your trade.

You are able to commence this course at any time throughout the year. The length of the course is 60 nominal hours. You have two months in which to complete the course.

Resources

Resources you will require for the course are:

- ✓ office equipment and resources
- ✓ business technology including internet access
- ✓ Adobe Acrobat Reader
- ✓ relevant legislation, regulations, standards and codes
- ✓ relevant workplace documentation and resources
- ✓ interaction with others

Training Costs

The cost of your course will depend on whether or not your training is being subsidised through Construction Skills Queensland (CSQ) or if you are undertaking the course on a fee-for-service basis. To be eligible for subsidised training, you will need to meet eligibility criteria determined by CSQ.

Places for subsidised training are limited and available on a 'first come first served' basis.



1. CSQ – Short Courses General Construction program

As a CSQ Registered Training Supplier (RTS), Blue Dog Training is proud to be able to offer this course under the CSQ Short Courses General Construction program.

This program is targeted to existing workers in the building and construction industry. If you are currently working in the Queensland building and construction industry, you may be eligible for CSQ funding to undertake this course. Eligible participants under this program:

- a) must be
 - an existing worker*in the building and construction industry and
 - an eligible worker**; or
 - an unemployed eligible worker***
- b) and must be
 - an Australian or New Zealand citizen; or
 - a permanent resident of Australia; or
 - a refugee and humanitarian visa holder
- c) and must
 - permanently reside in Queensland; or
 - be permanently employed in Queensland
- d) and must not be
 - an employee of any authority; or
 - currently enrolled and participating in a school program; or
 - contracted trainers and assessors or existing workers of any RTO; or
 - already funded by an Authority or other such source for the delivery of the same training being undertaken as part of this program; or
 - previously been funded under this program for eight (8) short courses in the same program period; or
 - completed this course previously

Further information regarding the CSQ Short Courses General Construction program can be found at <http://www.csq.org.au/about-csq>

*An **existing worker** is a current employee in the Building and Construction Industry who has a one month or more employment relationship with their employer. The working relationship can be built up through full-time, part-time or casual employment or engagement as a contract worker.

An **eligible worker has the same meaning as the *Building and Construction Industry (Portable Long Service Leave) Act 1991*.

***An **Unemployed Eligible Worker** is a person who has been unemployed for a period of no greater than 6 months that would otherwise meet the requirements of an Eligible Worker.

If you are eligible for funding, CSQ will contribute up to \$360 towards the cost of your course, reducing your student fee to \$100. This student fee amount must be paid on enrolment.



2. Fee-for-Service

Under fee-for-service arrangements, the full cost of the course is \$460. This amount must be paid in full at the time of enrolment.

How do I make payment for my training?

Payment can be made via Direct Deposit or Credit Card. Further details are available on the enrolment form.

How do I enrol?

Once you have made your decision, you will need to complete an enrolment form available on our website.

Before you enrol, you must read the Blue Dog Training Student Handbook which is available on our website. 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.

To confirm your eligibility for CSQ funding, you will need to provide **at least one item** from each of the columns below.

Proof of Citizenship/Permanency	Proof of QLD Residency	Proof of Citizenship/Permanency
Green Medicare Card	Qld Driver's Licence	Letter from Employer (Template available)
Australian Passport	Rates/Utilities Bill	Payslips
New Zealand Passport	QLD bank Statement	Invoices showing your name, business name, dates, ABN & work duties.
Permanent Residency Visa	QLD Vehicle Registration Certificate	

If you wish to enrol in the course as a fee-for-service student, please navigate to <https://bluedogtraining.com.au/courses/trade-contractors-small-business-management> to get started.

When can I start?

Once your application has been processed and your payment receipted, you will receive an email containing your login details.

Staff Contact Details

If you have any questions, please contact our staff below.

Course Administrators

Natasha Canas & Rowena Sinclair

Phone: (07) 3166 3970
Mobile: 0429 040 229
Email: trades@bluedogtraining.com.au
Availability: 9:00am to 5:00pm weekdays

Trainer & Assessor

Luke Garrard

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Mobile: 0447 346 313
Email: Luke.Garrard@bluedogtraining.com.au
Availability: 7:30am to 5:00pm weekdays

