



BLUEDOGTRAINING

BSBSMB401

Establish Legal and Risk Management Requirements of Small Business

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



Course Information Booklet



For assistance, please contact your trainer on:  (07) 3166 3970  building@bluedogtraining.com.au



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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 on this 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;

- ✓ Business legal requirements
- ✓ Legislation, codes and regulatory requirements
- ✓ Negotiating and arranging contracts
- ✓ Identifying and treating business risks

The course is designed to be completed sequentially. You are required to access learner resource videos 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);



- ✓ Creating 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.

Under fee-for service arrangements you can commence your course at any time throughout the year. Under industry funding arrangements the timelines for enrolment and completion are linked to the funding cycle which applies to your enrolment. These details will be explained to you prior to acceptance of your enrolment.

The length of the course is 60 nominal hours. It is expected you will be able to complete the course within six (6) to eight (8) weeks from enrolment.

You 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.

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.

Authenticity of Assessment

The assessment work you submit as evidence of your knowledge, skills and experience must be completed by you and not anyone else. Blue Dog Training's assessment judgement processes will enable this authenticity to be confirmed through the final discussion that a Blue Dog Training assessor will have with you once your assessment evidence has been submitted and reviewed.

This discussion takes the form of a 'competency conversation' and is designed to confirm, through open-ended questions, how you have applied your knowledge and skills related to the evidence you have provided. Once it has been conducted it enables the Blue Dog Training assessor to make their professional judgement knowing that all of the 'Rules of Evidence' have been applied.

Training Costs

The cost of your course will depend on whether your training and assessment is being subsidised by Construction Skills Queensland (CSQ) or if you are undertaking the course on a fee-for-service basis.

To be eligible for subsidised training (that is for CSQ to contribute to the cost of your training and assessment services) you will need to meet the eligibility criteria determined by CSQ.

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

1. Fee-For Service

The cost of this course under fee-for-service arrangements is **\$460**. This amount must be paid at enrolment.



2. Industry Subsidy - Construction Skills Queensland **CSQ** | STRONGER FUTURES IN CONSTRUCTION

There are two funding sources for this course available through Construction Skills Queensland.

2.1 Short Courses (General Construction) Program

The CSQ Short Courses (General Construction) Program provides funding for the skilling and cross skilling of eligible workers in the building and construction industry. What this means is:

- ✓ If you are currently working in the Queensland building and construction industry you may be eligible to have your course subsidised by CSQ through a contribution to the cost of your training and assessment services; and
- ✓ If you are eligible CSQ will contribute **\$360** towards the cost of your course, reducing your student fee to **\$100**; and
- ✓ The \$100 student fee must be paid at enrolment:

Participant Eligibility

For the purpose of eligibility, participants must meet the following criteria:

1. MUST BE:

- a) An Existing Worker; and
- b) An Eligible Worker; or
- c) An Unemployed Eligible Worker.

2. AND MUST BE:

- e) An Australian or New Zealand citizen; or
- f) A permanent resident of Australia; or
- g) A refugee and humanitarian visa holder.

3. AND MUST:

- h) Permanently reside in Queensland; or
- i) Be permanently employed in Queensland.

For details of non-eligible participants under this program refer to **Appendix 1**.

Definitions for terms used throughout this program can be found at: <https://www.csq.org.au/building-and-construction-industry-definitions-glossary/>

2.2 Apprentice Advance Plus – Short Courses (General Construction) Program

The CSQ Apprentice Advance Plus – Short Courses (General Construction) program is targeted to apprentices (and trainees) during their apprenticeship (or Traineeship) and in the first year following completion of their apprenticeship (or Traineeship). The program is designed to assist apprentices (and trainees) to undertake further skills training, to assist them to be competitive in the market, and gain licenses essential to future work.

Under this program CSQ will provide a subsidy of **\$450** which covers the full cost of training and assessment services. There are no additional student fees to be paid.

Participant Eligibility



For the purpose of eligibility, participants must meet the following criteria:

1. MUST BE:

- a) An Australian or New Zealand citizen; or
- b) A permanent resident of Australia; or
- c) A refugee and humanitarian visa holder.

2. AND MUST

- d) Permanently reside in Queensland; or
- e) Be permanently employed in Queensland.

3. AND MUST BE:

- f) A current active Apprentice (or Trainee) in Queensland undertaking a Recognised Apprenticeship (or Traineeship), or
- g) An Existing Worker or Unemployed Eligible Worker in the first year out of their Recognised Apprenticeship (or Traineeship) who must commence training within 365 days of the completion date in DELTA: or
- h) A cancelled Apprentice (or Trainee) who was undertaking a Recognised Apprenticeship or Traineeship that has been cancelled and they are currently accessing State Government finding to complete their institution - based training; or
- i) A current active Apprentice or Trainee in Queensland undertaking a Recognised Apprenticeship (or Traineeship) who is working on a major project; or
- j) An Existing Worker in the first year out of their recognised Apprenticeship (or Traineeship) who must commence training within 365 days of the completion date in DELTA who is working on a major Project.

For details of non-eligible participants under this program refer to **Appendix 1**.

Definitions for terms used throughout this program can be found at: <https://www.csq.org.au/building-and-construction-industry-definitions-glossary/>

How Do I Enrol?

Once you have made your decision, you will need to complete an enrolment form which is 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.

You will need to provide documentation to confirm your identity and if applying for CSQ funding you will need to provide documents to substantiate your eligibility. Details of the documentation you will need to provide are available on the enrolment form.

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.

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

For further information, please contact our staff below.

Course Administrator/Assessor:	Meg Ferrier
Phone:	07 3166 3970
Text:	0412 079 001
Email:	building@bluedogtraining.com.au
Availability:	7:30 am to 4:00 pm weekdays

Trainer/Assessor:	Adam Cox
SKYPE:	adamcox_training
Phone:	0437 499 430
Email:	adam.cox@bluedogtraining.com.au
Availability:	Monday, Wednesday, Friday: 7:30am to 6:00pm Tuesday, Thursday: 7:30am to 9:00pm Saturday: 8:00am. to 11:00am

Trainer & Assessor:	Joshua Waddington
Phone:	07 3166 3970
Mobile:	0408 677 096
Email:	building@bluedogtraining.com.au
Availability:	9:00am to 5:00pm weekdays



Details of non-eligible participants

Construction Skills Queensland – Short Courses (General Construction) Program

Non eligible participant under the Program

- a) An Employee of any Authority (excluding employees of an Indigenous Council that is a Principal Contractor).
- b) Eligible under the Apprentice Advance Plus Program as:
 - i. A current active apprentice or trainee in Queensland as defined by the Act who is undertaking a Recognised Apprenticeship or Traineeship
 - ii. An Existing Worker or Unemployed Eligible Worker in the first year out of their Recognised Apprenticeship or Traineeship who must commence training within 365 days of the completion date in DELTA; or
 - iii. A cancelled apprentice or trainee who was undertaking a Recognised Apprenticeship or Traineeship that has been cancelled and are currently access State Government funding to complete their institution-based training.
- c) Currently enrolled and participating in a Queensland secondary school program (excluding a school based Apprentice or Trainee);
- d) A contracted trainer or assessor or existing worker of an RTO;
- e) Previously funded under this Program for eight (8) Short Courses – General Construction in the same Contract Term;
- f) Funded by an Authority or such other source for the delivery of the same Training being undertaken as part of this Program;
- g) Those Participants seeking a Verification of Competency (or Determination of Competency) services; or
- h) Other individuals that do not meet Participant Eligibility as outlined in this document.

Construction Skills Queensland – Apprentice Advance Plus – Short Courses (General Construction) Program

Non eligible participant under the Program

- a) An Employee of any Authority (excluding employees of an Indigenous Council that is a Principal Contractor).
- b) Currently enrolled and participating in a Queensland secondary school program (excluding a school-based Apprentice or Trainee);
- c) A contracted trainer or assessor or existing worker of an RTO;
- d) Funded by an Authority or such other source for the delivery of the same Training being undertaken as part of this Program;
- e) Those participants seeking a Verification of Competency (or determination of Competency) services or
- f) Other individuals that do not meet Participant Eligibility as outlined in this document.